

Mayor
Michael Mattox

Vice Mayor
Beverley Dalton

Council Members
Jay Higginbotham William "Bill" Ferguson
Charles Edwards Tracy Emerson
Tim George

Altavista Town Council
March 11, 2014 Regular Meeting Agenda
7:00 p.m.
J.R. "Rudy" Burgess Town Hall – 510 Main Street

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:45 p.m. Finance Committee Meeting (Large Conference Room)

7:00 p.m. Regular Council Meeting (Council's Chambers)

I. **Call to Order**

II. **Invocation**

III. **Approval of Agenda**

IV. **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.

V. **SPECIAL ITEMS OR RECOGNITIONS** (Time allotted as needed) (Estimated Time: TBD)

- Michael Hudson, Avoca Executive Director – Invitation to unveiling of Civil War marker

VI. **CONSENT AGENDA** (Estimated Time: 5 minutes)

- Approval of Minutes – *Regular Meeting February 11, 2014*
- Receive monthly review of Invoices
- Receive monthly review of Revenues & Expenditures
- Receive monthly review of Reserve Balance/Investment Report
- Approval of Appointments
- Departmental Monthly Reports
 - Administration
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works Department
 - Transit System
 - Wastewater Department
 - Water Department

VII. **PUBLIC HEARING(S)** (Estimated Time: TBD)

None Scheduled at This Time.

VIII. **STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Estimated Time: 10 minutes)

- A) Council Committees
 - i) Finance/Human Resources Committee (Dalton)
 - ii) Police/Legislative Committee (Edwards)
 - iii) Public Works/Utility Committee (Ferguson)
- B) Others

IX. **NEW BUSINESS** (Estimated Time: 10 minutes)

- A) AOT Request for street closures for Cruise In events
- B) Public Nuisance - Setting of Hearing

X. **UNFINISHED BUSINESS** (Estimated Time: 15 minutes)

- A) Armory Reuse/Masonic Lodge Proposal

XI. **MANAGER'S REPORT** (Estimated Time: 5 minutes)

- A) Project Updates
- B) Other Items as Necessary
- C) Informational Items
 - i) VDOT – Rt. 29 Bridge Project update
 - ii) VDOT – Urban Maintenance Inventory Reconciliation
 - iii) Congressman Hurt – *Elected Officials Appreciation Event invite*
 - iv) Correspondence to Campbell County – Tank Disposition (original and follow up)
 - v) MAP 21 Transportation Alternatives Program Grant Application amendment
- D) Town Council Calendars (March/April)

XII. **Matters from Town Council**

XIII. **CLOSED MEETING AND ACTION**

XIV. **Adjournment**

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

AGENDA ITEM	SYNOPSIS AGENDA MARCH 11, 2014 REGULAR ALTAVISTA TOWN COUNCIL MEETING
I. Call To Order	
II. Invocation	Pastor Carlton Gunter, Penuel Baptist Church
III. Approval of Agenda	<ul style="list-style-type: none"> • Approve Agenda as presented or modified. <i>Enclosure: NO</i>
IV. Public Comment Period	<i>Enclosure: NO</i>
V. Special Items or Recognitions	<ul style="list-style-type: none"> • Michael Hudson, Avoca Executive Director – Invitation to unveiling of Civil War marker <i>Enclosure(s): NO</i>
VI. Consent Agenda	<ul style="list-style-type: none"> a) Approval of Minutes – Regular Meeting of February 11, 2014 b) Receive monthly Invoices c) Receive monthly review of Revenues and Expenditures d) Receive month review of Reserve Balance/Investment Report e) Approval of Appointments f) Departmental Reports <i>Enclosures: YES</i> Need a motion to Approve the items on the Consent Agenda.
VII. Public Hearings	None Scheduled

<p>VIII. Standing Committees /Commissions/ Board Reports</p>	<ul style="list-style-type: none"> ❖ Finance/Human Resources Committee Report – Chairman Dalton (No Action Requested) ❖ Police/Legislative Committee: Chairman Edwards ❖ Public Works/Utility Committee: Chairman Ferguson (Action Requested) <p>Others:</p> <p><i>Enclosure(s): YES</i></p>
<p>IX: New Business</p>	<ul style="list-style-type: none"> ❖ AOT Request for street Closure for Cruise In events. (No Action Requested) ❖ Public Nuisance – Setting of Hearing Date/Time <p><i>Enclosure(s): YES</i></p>
<p>X: Unfinished Business</p>	<ul style="list-style-type: none"> ❖ Armory Reuse/Masonic Lodge Proposal (Action Requested) <p><i>Enclosure(s): YES</i></p>
<p>XI: Manager's Report</p>	<p>a. Enclosed is a Project Update report provided by the Town Manager. <i>Enclosure: YES</i></p> <p>b. Other Items as Necessary (None at this time)</p> <p><i>Enclosure: No</i></p> <p>c. Informational Items</p> <ul style="list-style-type: none"> • VDOT – Rt. 29 Bridge Project Update • VDOT - Urban Maintenance Inventory Reconciliation • Congressman Hurt – <i>Elected Officials Appreciation Event invitation</i>

March 11, 2014 Town Council Agenda Synopsis

XI: Manager's Report (cont'd)	<ul style="list-style-type: none">• <i>Correspondence to Campbell County – Tank Disposition (original and follow up)</i>• MAP-21 Transportation Alternatives Program Grant application amendment (pages 1&2) <p><i>Enclosure(s): YES</i></p> <p>d. Town Council Calendars <i>Enclosure: Yes</i></p>
XII: Closed Meeting	

Upcoming Meetings:

(All Meetings are at Town Hall unless noted)

March 20th - Special Called Meeting @ 5:30 p.m. (Town Hall)

March 27th - Public Works/Utility Committee Regular Monthly Meeting (7:00 a.m.)
Finance/HR Committee Regular Monthly Meeting (8:15 a.m.)

Regular Council Meeting—February 11, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on February 11, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Michael Duncan, Central Baptist Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Bill Ferguson
Mr. Timothy George
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Ken Walsh, Police Department
Mr. Steve Bond, Wastewater Treatment Director
Mrs. Megan Lucas, Economic Dev. Director
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

Mayor Mattox recognized two boy scouts, Mr. Jacob Barnard and Mr. Kaleb Dawson from Troop 278 who are working to earn Eagle merit badges.

5. Special Items or Recognitions

- a) Resolution of Altavista High School-Class A Football Champions

Mayor Mattox read a resolution to be presented to the Altavista Football Team at a celebration to be held for them March 2 at the Booker Building.

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RESOLUTION COMMENDING THE ALTAVISTA HIGH SCHOOL COLONELS,
VIRGINIA HIGH SCHOOL LEAGUE’S GROUP 1A STATE FOOTBALL CHAMPIONS

WHEREAS, *the Altavista High School football team triumphantly captured the 2013 Virginia High School League Group 1A, state football championship on December 14, 2013, when they defeated the Essex High School Trojans at Salem Stadium; and*

WHEREAS, *the Altavista High School Colonels ended their 2013 season as the Virginia High School League, Group 1A, Eastern Region champions; and*

WHEREAS, *the Altavista High School Colonels ended the 2013 regular season with a winning record of ten wins to only one loss and entered the playoffs as the number two seed in the Group 1A East Division; and*

WHEREAS, *the Colonels displayed a prolific offensive attack and a hard hitting defense, while utilizing teamwork to outscore opponents by a margin of 601 to 166 through the regular season and playoffs; and*

WHEREAS, *Altavista High School began the post season with a highly efficient offensive effort, scoring almost at will, while defeating the Northumberland Indians, 62 – 18 before following that with another superb effort and making short work of the Sussex Central Tigers by a score of 49 – 12; and*

WHEREAS, *the Colonels would next face the Franklin High School Broncos, the team that ended Altavista’s playoff run in 2012, and with revenge on their mind, the Colonels delivered crushing blows on defense and streaked out to a 44-0 halftime lead and corralled the Broncos by a score of 57 -14 at English Field; and*

WHEREAS, *despite having home field advantage in the state championship semifinal game, the Group 1A West Division number one seeded and undefeated Haysi High School Tigers could not stop the Altavista High School Colonels, who won the game 34 – 22, and advanced to the state championship final; and*

WHEREAS, *under the leadership of Head Coach Mike Scharnus, the Colonels stormed the field against the Group 1A East Division number one seeded Essex Trojans, took an early lead and never looked back shutting out the Trojans at Salem Stadium and reigned as the state champions with a final score of 21 – 0, capturing their second title since 2009; and*

WHEREAS, *the championship victory belongs not only to the Altavista High School Colonels football team and their Head Coach Mike Scharnus and his coaching staff, but also to their families and to the students, faculty and administration at Altavista High School; now, therefore be it*

BE IT RESOLVED, *the Altavista Town Council commends the Altavista High School Colonels football team for their outstanding 2013 season and for winning the 2013 Virginia High School League, Group 1A, state football championship with a record of 13 wins and 1 loss; and*

BE IT FURTHER RESOLVED, *that a copy of this resolution is presented to Altavista High School as an expression of the admiration of the Town of Altavista and its citizens for the championship performance of the 2013 Altavista High School football team.*

Adopted the 11th day of February 2013.

Michael E. Mattox, Mayor

Attested:

J. Waverly Coggsdale, III, Town Manager

A motion was made by Mr. Emerson, seconded by Mr. George, to adopt the resolution for the Altavista High School-Class 1A Football Champions.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

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b) Recognition of Town Retiring Employees

Mayor Mattox recognized two retiring town employees, Mr. Robert Blum and Mr. John Tomlin with resolutions:

A RESOLUTION IN RECOGNITION OF THE
RETIREMENT OF TOWN EMPLOYEE JOHN G. TOMLIN

WHEREAS, *John G. Tomlin was hired by the Town of Altavista in May 2007 as the Town's Director of Public Works; and*

WHEREAS, *John Tomlin has been a loyal employee of the Town of Altavista for the past 6 plus years and intends to retire on February 1, 2014; and*

WHEREAS, *Mr. Tomlin has demonstrated extensive knowledge, skills and experience in leading the Altavista Department of Public Works and contributing through projects including new sidewalk installations, streetscape projects and utility upgrades, as well as working with our citizens and community organizations; and*

WHEREAS, *John Tomlin represents that which is best in the character of public service, performing his duties through many challenges including snow and ice operations, fiscal restraints and the maintaining the level of service provided to our citizens; and*

NOW, THEREFORE, BE IT RESOLVED *the Town Council of the Town of Altavista thanks John G. Tomlin for his years of service and recognizes the contributions he has made and wishes him a happy retirement.*

Michael Mattox, Mayor

Attested: _____
J. Waverly Coggsdale, III, Town Manager

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the resolution recognizing Mr. John Tomlin.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mr. Tomlin thanked Council for their assistance and support during his tenure with the town.

A RESOLUTION IN RECOGNITION OF THE
RETIREMENT OF TOWN EMPLOYEE ROBERT K. BLUM

WHEREAS, *Robert "Bob" Blum was hired by the Town of Altavista in August 1998 as a Certified Wastewater Facility Operator on the 2nd shift; and*

WHEREAS, *Bob Blum has been a loyal employee of the Town of Altavista for the past 15 years and intends to retire on February 1, 2014; and*

WHEREAS, *Mr. Blum has demonstrated extensive knowledge, skills and experience in the treatment of wastewater, and through training and development of other employees, has provided the Town and its citizens with an efficient and well run system; and*

WHEREAS, *Bob Blum worked at ensuring the safety of his coworkers and was passionate about getting the job done right the first time; and*

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NOW, THEREFORE, BE IT RESOLVED *the Town Council of the Town of Altavista thanks Robert “Bob” Blum for his years of service and recognizes the contributions he has made and wishes him a happy retirement.*

Michael Mattox, Mayor

Attested: _____
J. Waverly Coggsdale, III, Town Manager

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the resolution recognizing Mr. Robert Blum.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

c) Avoca Report-Michael Hudson, Executive Director

Mr. Michael Hudson, Executive Director of Avoca Museum, came forward and presented the annual report. He thanked Council for recognizing the contributions of his predecessor, Mr. Frank Murray. He commented 2013 was an outstanding year for Avoca Museum; a premier gathering place for the Altavista area.

6. Consent Agenda

- a) Approval of Minutes-Regular Meeting January 14, 2014
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
 - Administration
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works Department
 - Recycling
 - Transit System
 - Wastewater Department
 - Water Department

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes

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Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

Budget Amendments

Mrs. Dalton advised based on action of Council at their January 14th, 2014 meeting, staff presented the Finance Committee with two budget amendments for consideration which address the \$5,000 approved for Financial Advisor services and \$13,257.30 for the first six payments of the Adverse Experience Adjustment associated with opting out of The Local Choice Program.

Mr. Coggsdale advised the payments of the Adverse Experience Adjustment fall into two fiscal years with half being paid in FY2014 and half being budgeted for FY2015.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to approve the two budget amendments of \$5,000 and \$13,257.30.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Other Items/Updates

2015 Budget—Revenue Forecast: Staff gave the Finance Committee an update on the initial revenue forecast for the FY2015 Budget.

Next Finance/HR Committee Meeting: Thursday, February 27th at 8:15 AM in the large conference room.

ii. Police/Legislative Committee

iii. Public Works/Utility Committee

WWTP Emergency Overflow Pond-PCB Issues

A: ***Berm Maintenance:*** Mr. Ferguson advised last month, Town Council was updated on the possibility of purchasing dirt that could be "backhauled" by the Town on return trips from the landfill. This dirt would be utilized for the maintenance of the berm around the pond and prevention of inflow of storm water into the pond. The Public Works Committee recommends a "not to exceed" figure of \$5,000 be appropriated for this purpose. He noted the funds would come from Reserves and a budget amendment would be requested at a later date.

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A motion was made by Mr. Ferguson, seconded by Mr. Edwards, to approve an amount not to exceed the figure of \$5,000 to purchase dirt to be utilized for the maintenance of the berm around the pond.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mr. Higginbotham advised he had information from Mr. Bond that he can get testing done from a firm that comes into town at a cost of \$80 to \$100 per sample. He asked Council to amend the motion that any remaining funds be utilized for testing.

Mr. Ferguson stated he did not have a problem with this but felt it should go before the committee.

The motion was amended by Mr. Higginbotham, seconded by Mrs. Dalton, that any unused portion of the funds be utilized for testing.

Mayor Mattox asked on what level these test can detect.

Mr. Bond clarified it is a parts per million test.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mr. Ferguson noted the problem with the truck that would backhaul the dirt has been corrected.

ECap proposal: Mr. Ferguson advised staff submitted to the Committee a proposal from Ecolotree (Dr. Licht) regarding installation of an additional "test plot". The Committee reviewed the proposal and took no action, at this time.

B. Dearing Ford Water Tank Request

Mr. Ferguson advised earlier in January, the Town received a response regarding the County's position on conveyance of the elevated water tank in the area of the Altavista Commons Shopping Center. The Town had asked that the tank be conveyed to the Town and that the funds associated with demolition (\$40,000) and revalving (\$16,000) be included, to which the County responded that they are agreeable to conveying the tank but without the funds. He stated the Public Works/Utility Committee recommends that the Town submit a

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counterproposal seeking conveyance of the tank and the funds that the County would spend if they had to demolish the tank.

Council was presented with two letters and asked which one was appropriate to present to the Campbell County Board of Supervisors. After some discussion, Council agreed to offer a letter requesting conveyance of the tank, \$40,000, along with a timeline of 18 months to either put the tank in service or demolish.

A motion was made by Mr. Higginbotham, seconded by Mr. George, to request conveyance of the Dearing Ford Water Tank with \$40,000 and offer a timeline of 18 months to either put the tank in service or demolish.

Mr. George responded if the Board of Supervisors says no to the Town's request, they are basically saying they would rather tear it down than to give the Town the money to possibly use it.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

C. Train Station A/C quotes

Mr. Ferguson advised staff is seeking authorization to proceed with the replacement of the air conditioning unit at the Train Station. The new unit would be an Ameri-Star 5-ton unit with warranties of 5 years on the compressor and 1 year on parts/labor. The Committee recommends proceeding with this item based on the lowest quote of \$4,650 from Tyree-Little's Heating & Cooling with the funds being appropriated from reserves. He noted a budget amendment will be requested at a later date.

A motion was made by Mr. Ferguson, seconded by Mr. George, to authorize the replacement of the air conditioning unit at the Train Station at a cost of \$4,650.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

b) Others

i. Altavista Area Chamber of Commerce

Mr. Mark Thomas, Chairman of the Altavista Chamber of Commerce Uncle Billy's Day Committee, addressed Council. He stated it was an

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honor for him to be part of organizing the 65th annual Uncle Billy's Day festivities scheduled for June 6 and 7, 2014. He thanked Council for supporting the festival financially and also the time and help of numerous employees. He stated the Chamber values the partnership they have with the Town. Mr. Thomas asked Council to consider the Adult Beverage Area again this year; Friday and Saturday with the hours from 7:00 p.m. to 10:00 p.m.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the request of the Altavista Chamber of Commerce Uncle Billy's Day Committee to have the Adult Beverage Area at the park Friday and Saturday with the hours from 7:00 p.m. to 10:00 p.m.

Motion carried:

VOTE:	Mr. Michael Mattox	No
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox noted he voted no on this item because it is a Town sponsored event and uses taxpayers' dollars.

9. New Business

a) Avoca Request for Unexpended CIP Funds

Mr. Coggsdale referred to a memo received from Mr. Michael Hudson asking that the unexpended CIP funds in the current year's budget be utilized on necessary projects and repairs.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to allow the unexpended CIP funds in the current year's budget to be utilized on projects and repairs.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

10. Unfinished Business

a) Bedford Avenue Waterline Project Update

Mr. Ronald Smith, WW Associates, provided Council with an overview of the Bedford Avenue Waterline Project and the crossing of the Staunton River in regards to this project. He advised currently there are two lines attached to the bridge to provide finished water to the town. He stated there has been a meeting with VDOT in regards to the removal of the 10" line and VDOT will not allow the pipe to be upsized on the bridge. He stated the two options are to install the line across the bridge with an open cut or horizontal directional drilling. He advised an extension of six months would be required to have all permits in place. He stated it is their recommendation that Council consider the horizontal directional drilling because of the cost and number of permits required; it develops less risk for the contractor to have to deal with potential washouts.

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Mr. George questioned if construction would be under the sidewalk or in the street.

Mr. Smith advised the line would be run under the sidewalk but in the street at certain locations. He stated he anticipates advertising the project in April and returning to Council in June with a recommendation.

Mayor Mattox asked if there was opposition to moving forward with WW Associates' recommendation.

Mrs. Dalton stated she did not have an opposition but asked that the presented document be on the agenda at the next Public Works/Utility Committee meeting.

11. Manager's Report

a) Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project and Project

Mr. Coggsdale advised the month of January was difficult in regards to weather and is continuing to work through the issues.

Bedford Avenue Waterline Replacement Project

Previously discussed.

b) Other Items as Necessary

c) Informational Items

12. Matters from Town Council

Mr. George asked if there is a paving date for the 7th Street project.

Mr. Coggsdale advised there is some ongoing discussions but will likely occur when the plants reopen in mid-March.

Mayor Mattox asked Council to note the Altavista Economic Development Authority "All Hands" Dinner is scheduled for February 24th, 2014 at 6:00 P.M.

13. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(1) regarding discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body (Recreation Committee appointment, Transit Advisory Board appointment, Planning Commission appointment, Public Works/Utility Director candidates)

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

A motion was made by Mrs. Dalton, and seconded by Mr. George.

Motion carried:

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VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 8:10 P.M.

Notice was given that council was back in regular session 9:03 P.M.

FOLLOWING CLOSED SESSION

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 9:04 P.M.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 08/2014
FROM: 02/01/2014 TO: 02/28/2014

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
31946	581	BUSINESS SOLUTIONS INC	02/07/2014	500.00
31947	28	COLUMBIA GAS	02/07/2014	3,472.93
31948	164	DMV	02/07/2014	180.00
31949	9999997	DOWNEY, BECKY	02/07/2014	42.82
31950	283	ECK SUPPLY CO	02/07/2014	87.92
31951	20	J JOHNSON ELLER JR	02/07/2014	1,887.75
31952	301	ENGLISH'S LLC	02/07/2014	629.63
31953	71	FAIRPOINT COMMUNICATIONS	02/07/2014	399.97
31954	9999997	GERHART, JAMES	02/07/2014	150.00
31955	47	GRAPHIC CONTROLS	02/07/2014	956.64
31956	566	INTEGRATED TECHNOLOGY GROUP IN	02/07/2014	75.00
31957	411	MANPOWER	02/07/2014	646.75
31958	9999997	MATTOX, ROY & PAMELA	02/07/2014	57.92
31959	300	NAPA AUTO PARTS	02/07/2014	914.72
31960	454	O'REILLY AUTOMOTIVE INC	02/07/2014	560.18
31961	9999997	PRITCHETT, ASHLEY	02/07/2014	35.10
31962	124	TREASURER OF VA	02/07/2014	640.00
31963	35	TREASURER OF VA/VITA	02/07/2014	111.52
31964	92	UNIFIRST CORP	02/07/2014	1,094.09
31965	96	UNIVAR USA INC	02/07/2014	1,540.00
31966	587	US POSTAL SERVICE (POSTAGE BY	02/07/2014	1,000.00
31967	110	VUPS INC	02/07/2014	61.95
31968	354	WILEY & WILSON	02/07/2014	12,161.77
31969	84	ALTAVISTA JOURNAL	02/14/2014	784.13
31970	103	BEACON CREDIT UNION	02/14/2014	970.00
31971	4	BOXLEY AGGREGATES	02/14/2014	1,257.60
31972	12	BRENNTAG MID-SOUTH INC	02/14/2014	2,067.09
31973	32	CONTROL EQUIPMENT CO INC	02/14/2014	180.31
31974	526	DAVENPORT ENERGY INC	02/14/2014	248.59
31975	9999999	EFM INC	02/14/2014	105.28
31976	599	FACILITY DUDE	02/14/2014	1,996.00
31977	118	FERGUSON ENTERPRISES INC #75	02/14/2014	260.67
31978	41	FISHER SCIENTIFIC	02/14/2014	371.28
31979	57	ICMA RETIREMENT TRUST-457 #304	02/14/2014	1,410.00
31980	58	INSTRUMENTATION SERVICES INC	02/14/2014	708.00
31981	67	ORKIN PEST CONTROL LLC	02/14/2014	233.11
31982	269	STERNBERG LANTERNS INC	02/14/2014	1,997.00
31983	1	TERRY LAMBERT	02/14/2014	100.00
31984	598	W J CONSULTING LLC	02/14/2014	600.00
31985	542	WILLOUGHBY & ASSOCIATES INC	02/14/2014	350.00
31986	116	XEROX CORP	02/14/2014	218.14
31987	9	AFLAC	02/21/2014	1,697.83
31988	578	AMERITAS LIFE INSURANCE CORP	02/21/2014	2,351.68
31989	461	KATHI BOGERT	02/21/2014	862.68
31990	1	DIXON BERRY	02/21/2014	98.99
31991	36	DOMINION VIRGINIA POWER	02/21/2014	45,403.94
31992	1	EULA STALHMAN	02/21/2014	90.00
31993	43	FOSTER FUELS INC	02/21/2014	25,746.58
31994	9999998	HABITAT FOR HUMANITY	02/21/2014	150.00
31995	1	ROBERT ADKINS	02/21/2014	100.00
31996	124	TREASURER OF VA	02/21/2014	2,209.55

31997	271	VIRGINIA CAROLINA PAVING & GRA	02/21/2014	165,343.59
31998	600	AMANDA WALKER	02/21/2014	920.00
31999	294	BUSINESS CARD	02/25/2014	9,657.21
32000	103	BEACON CREDIT UNION	02/28/2014	670.00
32001	418	BSW INC	02/28/2014	573.90
32002	574	CHRISTOPHER MICALÉ, TRUSTEE	02/28/2014	125.00
32003	176	DAVENPORT COMMUNICATIONS INC	02/28/2014	127.50
32004	41	FISHER SCIENTIFIC	02/28/2014	598.89
32005	119	FOSTER ELECTRIC CO INC	02/28/2014	796.95
32006	493	FRANKIE H JONES	02/28/2014	350.00
32007	1	FREDDIE JEFFERSON JR	02/28/2014	50.00
32008	50	GRETNÁ TIRE INC	02/28/2014	1,201.45
32009	57	ICMA RETIREMENT TRUST-457 #304	02/28/2014	1,060.00
32010	476	LBM OFFICE SOLUTIONS INC	02/28/2014	427.67
32011	9999998	MOORE'S ELECTRICAL & MECH.	02/28/2014	150.00
32012	469	CHAD NICHOLS	02/28/2014	600.00
32013	64	NORFOLK SOUTHERN CORPORATION	02/28/2014	410.00
32014	533	LYNN KIRBY	02/28/2014	195.00
32015	423	NTELOS	02/28/2014	809.26
32016	72	PHYSICIANS TREATMENT CENTER	02/28/2014	120.00
32017	588	PITNEY BOWES	02/28/2014	50.00
32018	602	PRIDE ENTERPRISES	02/28/2014	331.43
32019	200	PRINTECH INC	02/28/2014	178.02
32020	357	TOMMY MERRICKS	02/28/2014	650.00
32021	484	TOWN GUN SHOP INC	02/28/2014	5,664.50
32022	96	UNIVAR USA INC	02/28/2014	6,930.00
32023	601	VACORP	02/28/2014	13.55
32024	9999998	WILSON, BARRY	02/28/2014	150.00
32025	192	WW ASSOCIATES INC	02/28/2014	27,000.00

NO. OF CHECKS: 80

TOTAL CHECKS

344,929.03

Town of Altavista
FY 2014 Revenue Report
67% of Year Lapsed

General Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	410,000	410,000	6,170	2	415,121	101	415,121
Public Service - Real & Personal	62,000	62,000	0	0	86,631	140	86,600
Personal Property	195,000	195,000	10,694	5	156,817	80	195,000
Personal Property - PPTRA	100,000	100,000	-28	0	89,044	89	100,000
Machinery & Tools	1,470,100	1,470,100	0	0	1,518,419	103	1,518,400
Mobile Homes - Current	500	500	7	1	416	83	500
Penalties - All Taxes	5,000	5,000	2,127	43	5,621	112	5,600
Interest - All Taxes	3,000	3,000	474	16	2,442	81	3,000
Local Sales & Use Taxes	125,000	125,000	13,473	11	84,148	67	135,000
Local Electric and Gas Taxes	100,000	100,000	9,913	10	65,771	66	110,000
Local Motor Vehicle License Tax	43,000	43,000	4,440	10	40,509	94	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	60,000	60,000	4,207	7	49,430	82	77,000
Local Meal Taxes	620,000	620,000	50,278	8	371,353	60	620,000
Audit Revenue	3,500	3,500	0	0	0	0	0
Container Rental Fees	1,000	1,000	0	0	1,000	100	1,000
Communications Tax	40,000	40,000	3,471	9	20,589	51	40,000
Transit Passenger Revenue	4,000	4,000	650	16	4,339	108	4,300
Business License Fees/Contractors	11,000	11,000	599	5	956	9	7,000
Business License Fees/Retail Services	110,000	110,000	8,594	8	8,963	8	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	729	9	729	9	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	471	3	633	4	16,500
Business License Fees/Wholesale Businesses	1,800	1,800	0	0	0	0	1,800
Business License Fees/Utilities	8,000	8,000	2,286	29	2,286	29	8,000

Town of Altavista
FY 2014 Revenue Report
67% of Year Lapsed

General Fund Revenue (Continued)	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,300	1,300	0	0	0	0	1,300
Permits - Sign	1,000	1,000	60	6	660	66	1,000
Fines & Forfeitures - Court	20,000	20,000	1,937	10	11,855	59	20,000
Parking Fines	200	200	20	10	320	160	300
Interest and Interest Income	47,000	47,000	1,454	3	11,997	26	58,000
Rents - Rental of General Property	1,000	1,000	0	0	712	71	1,000
Rents - Pavilion Rentals	2,000	2,000	150	8	1,425	71	3,000
Rents - Booker Building Rentals	4,000	4,000	400	10	2,550	64	4,000
Rents - Rental of Real Property	45,000	45,000	4,150	9	33,062	73	50,000
Property Maintenance Enforcement	1,300	1,300	111	9	888	68	1,300
Railroad Rolling Stock Taxes	18,000	18,000	0	0	19,060	106	19,000
State DCJS Grant	75,000	75,000	0	0	40,074	53	80,000
State Rental Taxes	1,100	1,100	54	5	161	15	500
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,000	99	9,100
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	8,100	8,100	0	0	0	0	0
State Transit Revenue	12,810	12,810	0	0	15,926	124	12,810
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	1,600	1,600	0	0	1,982	124	2,000
Fuel - Fire Dept. (Paid by CC)	3,700	3,700	2,073	56	2,073	56	4,100
VDOT TEA 21 Grant	0	726,320	0	0	121,255	17	726,320
VDOT LAP Funding	0	751,758	0	0	119,239	16	751,760
Federal Transit Revenue	78,300	78,300	6,682	9	23,333	30	78,300
Federal/Byrne Justice Grant	4,000	4,000	0	0	4,538	113	4,500
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	0	0	1,172	12	10,000
Misc. - Cash Discounts	200	200	44	22	84	42	200

Town of Altavista
FY 2014 Revenue Report
67% of Year Lapsed

General Fund Revenue (Continued)	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	48,000	2,520	5	57,555	120	57,500
Misc. - State Forfeiture Fund	0	0	0	0	8,315	0	0
Misc. - Federal Forfeiture Fund			0		2,067		0
Transfer In from General Fund (C.I.P.)	0	23,007	0	0	0	0	23,007
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	224,922	0	0	0	0	224,922
	<u>3,975,710</u>	<u>5,736,717</u>	<u>138,208</u>	<u>2.41</u>	<u>3,471,620</u>	<u>60.52</u>	<u>5,870,340</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
67% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,667,080	5,974,737	349,958	6	3,401,870	57	5,754,277
Debt Service	0	0	0	0	0	0	0
CIP	686,400	3,354,150	225,591	7	1,384,982	41	3,399,150
Transfer Out to General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>338,750</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>7,193,510</u>	<u>9,418,887</u>	<u>575,549</u>	<u>6</u>	<u>4,803,102</u>	<u>51</u>	<u>9,243,427</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
67% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	33,530	33,530	1,749	5	18,252	54	33,930
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,530</u>	<u>33,530</u>	<u>1,749</u>	<u>5</u>	<u>18,252</u>	<u>54</u>	<u>33,930</u>
Administration							
Operations	709,900	723,157	38,272	5	474,493	66	723,157
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>
Administration - TOTAL:	<u>716,900</u>	<u>730,157</u>	<u>38,272</u>	<u>5</u>	<u>474,493</u>	<u>65</u>	<u>730,157</u>
Non-Departmental							
Operations	865,580	866,580	295	0	240,404	28	1,268,533
Transfer Out to Cemetery Fund	-31,200	-31,200	0	0	0	0	-31,400
Transfer Out to Enterprise Fund	0	-412,280	0	0	0	0	-714,970
Transfer Out to General Fund Reserve	-411,280	0	0	0	0		-69,713
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-32,500</u>	<u>50</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>358,100</u>	<u>358,100</u>	<u>295</u>	<u>0</u>	<u>207,904</u>	<u>58</u>	<u>387,450</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>6,000</u>	<u>1,681,000</u>	<u>82,019</u>	<u>5</u>	<u>674,988</u>	<u>40</u>	<u>1,681,000</u>
Non-Departmental - TOTAL:	<u>364,100</u>	<u>2,039,100</u>	<u>82,314</u>	<u>4</u>	<u>882,891</u>	<u>43</u>	<u>2,068,450</u>
Public Safety							
Operations	918,180	918,180	56,294	6	503,109	55	785,550
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>58,250</u>	<u>5,665</u>	<u>10</u>	<u>5,665</u>	<u>10</u>	<u>26,250</u>
Public Safety - TOTAL:	<u>966,680</u>	<u>976,430</u>	<u>61,959</u>	<u>6</u>	<u>508,773</u>	<u>52</u>	<u>811,800</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
67% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	954,400	954,400	64,148	7	510,824	54	836,100
Debt Service	0	0	0	0	0	0	0
CIP	40,000	68,000	4,676	7	67,756	100	80,000
Public Works - TOTAL:	<u>994,400</u>	<u>1,022,400</u>	<u>68,824</u>	<u>7</u>	<u>578,580</u>	<u>57</u>	<u>916,100</u>
Economic Development							
Operations	133,320	168,320	9,793	6	77,097	46	168,320
CIP	129,400	129,400	0	0	24412.4	0	129400
Economic Development - TOTAL:	<u>262,720</u>	<u>297,720</u>	<u>9,793</u>	<u>3</u>	<u>101,509</u>	<u>34</u>	<u>297,720</u>
Transit System							
Operations	85,400	85,400	5,976	7	54,140	63	86,600
Debt Service	0	0	0	0	0	0	0
CIP	44,500	44,500	0	0	25,614	58	44,500
Transit System - TOTAL:	<u>129,900</u>	<u>129,900</u>	<u>5,976</u>	<u>5</u>	<u>79,754</u>	<u>61</u>	<u>131,100</u>
GENERAL FUND TOTALS							
Operations	3,192,830	3,241,087	176,527	5	1,845,818	57	3,021,107
Debt Service	0	0	0	0	0	0	0
CIP	275,400	1,988,150	92,359	5	798,435	40	1,968,150
GENERAL FUND - GRAND TOTAL:	<u>3,468,230</u>	<u>5,229,237</u>	<u>268,886</u>	<u>5</u>	<u>2,644,252</u>	<u>51</u>	<u>4,989,257</u>

Town of Altavista
Council / Planning Commission
FY 2014 Expenditure Report
67% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	13,995	67	21,000	
Other Employee Benefits			0	0	0	0		
Services	8,000	8,000	0	0	514	6	8,000	
Other Charges	4,530	4,530	0	0	3,744	83	4,930	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	0	0	0	0	0	
Total Expenditures	33,530	33,530	1,749	5	18,252	54	33,930	

Town of Altavista
Administration
FY 2014 Expenditure Report
67% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	399,600	399,600	26,391	7	255,736	64	399,600
Other Employee Benefits	18,000	18,000	0	0	10,029	56	18,000
Services	145,300	145,300	3,596	2	110,312	76	145,300
Other Charges	119,900	133,157	6,843	5	82,698	62	133,157
Materials & Supplies	27,100	27,100	1,442	5	15,718	58	27,100
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	716,900	730,157	38,272	5	474,493	65	730,157

Town of Altavista
Non-Departmental
FY 2014 Expenditure Report
67% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	48,600	48,600	0	0	48,913	101	76,550
<i>Campbell County Treasurer</i>			0	0	30,845	0	30,850
<i>USDA Assistance</i>	0	0	0	0	210	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	2,500
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	15,000	75	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	300
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	358	72	400
Contribution - Altavista EMS	11,100	11,100	0	0	0	0	11,100
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	52,000	0	0	10,000	19	52,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	9,100	9,100	0	0	10,539	116	10,500
Contribution - Avoca	16,900	16,900	0	0	12,675	75	16,900
Contribution - Altavista On Track (MS)	85,000	85,000	0	0	26,250	31	85,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	323,700	323,700	0	0	183,377	57	353,050
NON-DEPARTMENTAL - Non-Departmental							
Fuel - Fire Company	5,000	5,000	280	6	2,411	48	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	280	6	2,411	48	5,000
NON-DEPARTMENTAL - SUBTOTAL	328,700	328,700	280	0	185,787	57	358,050
TRANSFER OUT							
Transfer Out - Cemetery Fund	31,200	31,200	0	0	0	0	31,400
Transfer Out - Enterprise Fund	0	412,280	0	0	0	0	714,970

Town of Altavista
Non-Departmental
FY 2014 Expenditure Report
67% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	411,280	0	0	0	0	0	69,713
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
TRANSFER OUT - TOTAL	507,480	508,480	0	0	32,500	6	881,083
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	14	0	22,116	75	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	14	0	22,116	75	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	865,580	866,580	295	0	240,404	28	1,268,533
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	907,900	75,000	8	490,179	54	907,900
Replacement Other than Buildings (Avoca)	6,000	6,000	0	0	3,982	66	6,000
Replacement Other than Buildings (VDOT LAP)	0	767,100	7,019	1	180,826	24	767,100
CAPITAL OUTLAY -TOTAL	6,000	1,681,000	82,019	5	674,988	40	1,681,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	871,580	2,547,580	82,314	3	915,391	36	2,949,533
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,100	2,039,100	82,314	4	882,891	43	2,068,450

Town of Altavista
Public Safety
FY 2014 Expenditure Report
67% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	785,680	785,680	50,492	6	431,338	55	656,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	5,900	5,900	0	0	3,345	57	5,900
Other Charges	40,300	40,300	676	2	23,398	58	37,350
Materials & Supplies	86,300	86,300	5,126	6	45,027	52	86,300
Capital Outlay	48,500	58,250	5,665	10	5,665	10	26,250
Total Expenditures	966,680	976,430	61,959	6	508,773	52	811,800

Town of Altavista
Public Works
FY 2014 Expenditure Report
67% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	673,300	673,300	41,408	6	365,184	54	555,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,500	8,500	548	6	4,191	49	8,500
Other Charges	25,600	25,600	2,579	10	13,034	51	25,600
Materials & Supplies	247,000	247,000	19,613	8	128,415	52	247,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	40,000	68,000	4,676	7	67,756	100	80,000
Total Expenditures	994,400	1,022,400	68,824	7	578,580	57	916,100

Town of Altavista
Economic Development
FY 2014 Expenditure Report
67% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	77,800	77,800	6,025	8	50,874	65	77,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	14,700	49,700	0	0	15,264	31	49,700
Other Charges	35,320	35,320	3,768	11	10,809	31	35,320
Materials & Supplies	5,500	5,500	0	0	150	3	5,500
Capital Outlay	129,400	129,400	0	0	24,412	19	129,400
Total Expenditures	262,720	297,720	9,793	3	101,509	34	297,720

Town of Altavista
Transit System
FY 2014 Expenditure Report
67% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	57,700	57,700	4,259	7	36,985	64	57,700
Services	3,500	3,500	0	0	333	10	3,300
Other Charges	4,000	4,000	78	2	2,259	56	4,000
Materials & Supplies	20,200	20,200	1,639	8	14,563	72	21,600
Capital Outlay	44,500	44,500	0	0	25,614	58	44,500
Total Expenditures	129,900	129,900	5,976	5	79,754	61	131,100

Town of Altavista
FY 2014 Revenue Report
67% of Year Lapsed

Enterprise Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,000	4,000	207	5	1,631	41	2,200
Water Charges - Industrial	825,400	825,400	72,146	9	505,517	61	825,400
Water Charges - Business/Residential	229,700	229,700	10,727	5	141,935	62	229,700
Water Charges - Outside Community	147,700	147,700	10,542	7	78,598	53	147,700
Water Charges - Water Connection Fees	1,200	1,200	2,203	184	2,903	242	2,900
Sewer Charges - Industrial	1,100,000	1,100,000	99,351	9	677,930	62	1,100,000
Sewer Charges - Business/Residential	229,200	229,200	12,720	6	140,407	61	229,200
Sewer Charges - Outside Community	1,900	1,900	0	0	856	45	1,900
Sewer Charges - Sewer Connection Fees	4,000	4,000	0	0	2,600	65	4,000
Sewer Charges - Sewer Surcharges	45,000	45,000	9,299	21	37,513	83	45,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	-151	-4	3,413	98	3,600
Misc. Cash Discounts	200	200	4	2	12	6	200
Misc. Sale of Supplies & Materials	1,000	1,000	0	0	319	32	500
Miscellaneous	30,000	30,000	2,639	9	27,099	90	30,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	237,870	0	0	0	0	0
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	0	412,280	0	0	0	0	714,970
ENTERPRISE FUND - REVENUE:	<u>2,622,800</u>	<u>3,272,950</u>	<u>219,686</u>	<u>7</u>	<u>1,620,734</u>	<u>50</u>	<u>3,337,270</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
67% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	885,900	890,900	71,022	8	552,354	62	889,910
Debt Service	0	0	0	0	0	0	0
CIP	135,000	466,200	60,666	13	353,825	76	531,200
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,190,275</u>	<u>1,357,100</u>	<u>131,688</u>	<u>10</u>	<u>906,178</u>	<u>67</u>	<u>1,421,110</u>
Wastewater Department							
Operations	1,137,150	1,166,050	76,426	7	671,567	58	1,166,360
Debt Service	0	0	0	0	0	0	0
CIP	126,000	749,800	72,566	10	232,723	<u>31</u>	749,800
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,432,525</u>	<u>1,915,850</u>	<u>148,992</u>	<u>8</u>	<u>904,290</u>	<u>47</u>	<u>1,916,160</u>
ENTERPRISE FUND TOTAL							
Operations	2,023,050	2,056,950	147,448	7	1,223,921	60	2,056,270
Debt Service	0	0	0	0	0	0	0
CIP	<u>261,000</u>	<u>1,216,000</u>	<u>133,232</u>	<u>11</u>	<u>586,548</u>	<u>48</u>	<u>1,281,000</u>
Transfer Out	<u>338,750</u>	<u>0</u>					<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,622,800</u>	<u>3,272,950</u>	<u>280,680</u>	<u>9</u>	<u>1,810,468</u>	<u>55</u>	<u>3,337,270</u>

Town of Altavista
Water Department
FY 2014 Expenditure Report
67% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	526,200	526,200	40,668	8	338,297	64	526,210
Other Employee Benefits	0	0	0	0	0	0	0
Services	38,450	43,450	2,665	6	19,624	45	43,450
Other Charges	162,250	162,250	13,903	9	96,632	60	161,250
Materials & Supplies	159,000	159,000	13,786	9	97,801	62	159,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	135,000	466,200	60,666	13	353,825	76	531,200
Transfer Out to Reserves	169,375	0					0
Total Expenditures	1,190,275	1,357,100	131,688	10	906,178	67	1,421,110

Town of Altavista
Wastewater Department
FY 2014 Expenditure Report
58% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	643,900	643,900	47,369	7	405,624	63	644,210
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,850	41,750	0	0	6,497	16	41,750
Other Charges	311,800	311,800	26,174	8	185,899	60	311,800
Materials & Supplies	168,600	168,600	2,883	2	73,547	44	168,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	126,000	749,800	72,566	10	232,723	31	749,800
Transfer Out	169,375	0					0
Total Expenditures	1,432,525	1,915,850	148,992	8	904,290	47	1,916,160

Town of Altavista
Fund Expenditure Totals
FY 2014
67% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	420,000	645,500	21,912	3	312,185	48	645,500
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>21,912</u>	<u>3</u>	<u>312,185</u>	<u>39</u>	<u>795,500</u>

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - Fund 90							
Operations							
Cemetery - Operations - Total:	31,200	31,200	4,071	13	19,946	64	31,400
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>4,071</u>	<u>7</u>	<u>19,946</u>	<u>35</u>	<u>56,400</u>

Town of Altavista
FY 2014 State/Highway Fund
67% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Highway Reimbursement Fund - Fund 20							
REVENUE							
Street & Highway Maintenance	570,000	570,000	0	0	301,259	53	570,000
Street & Highway Maintenance/Carry Over	0	225,500	0	0	0	0	225,500
Street & Highway Maintenance/Cash Discount	0	0	0.94	0	20.61	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>1</u>	<u>0</u>	<u>301,279</u>	<u>38</u>	<u>795,500</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	26,000	54,100	2,112	4	8,944	17	54,100
Maintenance - Pavement	162,200	307,565	399	0	149,718	49	307,565
Maintenance - Traffic Control Devices	56,800	56,800	5,061	9	29,459	52	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	56,000	7,784	14	32,132	57	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	4,044	8	26,077	52	50,000
General Admin. & Misc. - Miscellaneous	75,000	111,035	2,512	2	65,854	59	111,035
State/Highway Reimb. Fund - Subtotal:	<u>420,000</u>	<u>645,500</u>	<u>21,912</u>	<u>3</u>	<u>312,185</u>	<u>48</u>	<u>645,500</u>
Improvements Other Than Buildings - New	150,000	150,000	0	0	0	0	150,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	150,000	150,000	0	0	0	0	150,000
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>21,912</u>	<u>3</u>	<u>312,185</u>	<u>39</u>	<u>795,500</u>

Town of Altavista
FY 2014 Cemetery Fund
67% of Year Lapsed

Cemetery Fund - Fund 90	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	2,100	14	9,500	63	15,000
Interest/Interest Income	6,000	6,000	0	0	4,304	72	6,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	31,200	31,200	0	0	0	0	31,400
Cemetery Fund - GRAND TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>2,100</u>	<u>4</u>	<u>16,404</u>	<u>29</u>	<u>56,400</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	2,526	27	7,502	79	9,500
Salaries and Wages/Overtime	500	500	122	24	643	129	700
Benefits/FICA	800	800	176	22	578	72	800
Benefits/VRS	1,100	1,100	282	26	766	70	1,100
Benefits/Medical Insurance is pre-paid	1,100	1,100	296	27	867	79	1,100
Benefits/Group Life	200	200	30	15	82	41	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	639	4	9,508	53	18,000
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>4,071</u>	<u>7</u>	<u>19,946</u>	<u>35</u>	<u>56,400</u>

Town of Altavista

Grand Total of all Investments and Deposits

Balance as of February 28, 2014

\$ 11,712,511.27**Non-Specific**

Green Hill Cemetery	496,269.15
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General Fund Reserves

Capital Improvement Program Reserves

3,028,351.77

Altavista EDA Funding	288,284.18 *
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VDOT TEA 21 Enhancement Match	309,000.00
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597,284.18

Enterprise Fund Reserves

Capital Improvement Program Reserves

185,147.26

PCB Remediation	626,288.83
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Community Improvement Reserve	0.00
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Police Federal	2,413.12
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Police State	12,135.14
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Train Station	2,266.29
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Public Funds Money Market Accounts

6,519,262.35

Operating Checking Account (Reconciled Balance)	243,093.18
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DESIGNATED FUNDS	1,979,749.89
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Reserve Policy Funds (This figure changes annually w/audit)

UNDESIGNATED FUNDS

9,732,761.38

-6,142,695.00

3,590,066.38

Policy \$**General Enterprise**

4,827,099 1,315,596

Total

6,142,695

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Transfer of excess funds from Operating Acct. to MM

-1,200,000.00

Transfer of excess funds from Operating Acct. to MM

-300,000.00

FY13 Carryover Needs

-2,754,785.00

Funding from VDOT and LAP from Downtown Projects

1,478,078.00

FY14 GF Projected Transfer out of Reserves to fund CIP

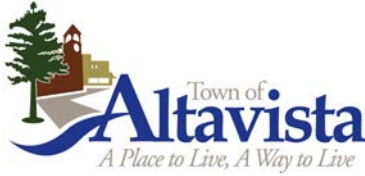
0.00

FY14 EF Projected Transfer out of Reserves to fund CIP

0.00

UNDESIGNATED RESERVE FUND BALANCE

629,359.38



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: March 11, 2014

Agenda Placement: Consent Agenda

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Appointments

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Below are the appointments that need to be made:

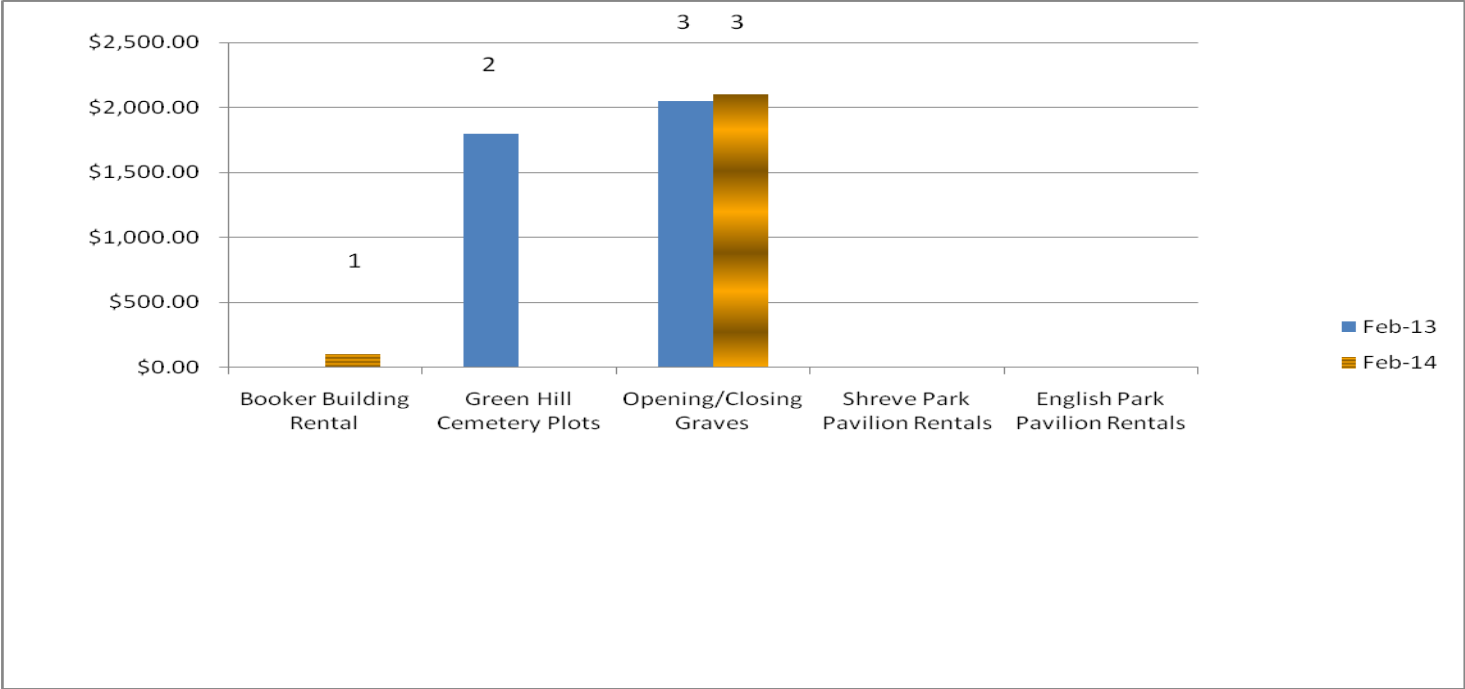
Laney Thompson Planning Commission 4 year term April 2018

Potential Action(s) or Motion(s):

MOTION:

"I move that Laney Thompson be reappointed to the Altavista Planning Commission for four (4) year term ending April 2018."

ADMINISTRATION



Town of Altavista

Monthly Business Activity Report

Date 2/28/2014

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Open Date
NPC Intl Inc	105 Clarion Rd Ste C	Pizza Hut #4475	Restaurant	2/1/2014
720 W 20th St	Altavista VA			
Pittsburg KS 66762				
James Leslie Hall	1990 Northgate Comm Pkwy	Allfirst LLC	Contractor	2/28/2014
	Suffolk VA 23435			

CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Close Date

Monthly Report to Council

Date: March 11, 2014
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: February 2014 Activity

1. Zoning/Code Related Matters:

4-Feb	008-14	Chris Germeroth, 1507 Main St			Enclose existing loading doc/storage area
24-Feb	009-14	Freddie Melton, 910 7th Street			10x16' shed in back yard
27-Feb	010-14	Stewart Herndon, 2129 Laurel LN			12x14' deck on back of house

2. Site Plans Reviewed and/or Approved:

- Final review of draft survey to combine lots at unopened end of Valley View Drive.

3. Planning Commission (PC) Related:

- Prepared agenda and packets for March 2014 meeting. Meeting cancelled by Chairman Barbee due to inclement weather.

4. AOT Related

- Attended community dinner meeting on February 24th.

5. ACTS Relate

- Completed February billing reimbursement request to DRPT for operations.
- Accepted bids for work to PW building for overhead door. Witt Builders, Inc was the only builder to bid (4 bid packets sent out). Bid came in \$3,000+ over grant budgeted amount so I negotiated with contractor so project could move forward.
- Validated daily ridership and revenue for bus system- see bus report.
- Completed online January monthly reporting to DRPT.
- Staffed safety and staff meeting attended by all Part-time drivers
- Completed annual FTA Drug and Alcohol testing report
- Presented ACTS budget in Town Council committee meeting

6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for March
- Certified January monthly bank statements.

- Continued to manage the streetscape and infrastructure project with VCP. Completed a ‘Substantial Completion’ inspection of the project and worked on punch list with engineer and architect to provide to VCP. VCP worked on some of the punch list items and corrected some of the issues found. Plan is to begin paving the week of March 17, weather permitting.
- Completed draft CIP document for budget book.
- Began additional responsibilities as acting Public Works Director for month of February. Oversaw PW operations including weekly staff meetings with supervisors. See PW report for details of work completed for month of February
- Presented PW budget in Town Council committee meeting

MEMO

To: Mayor Mattox & Members of Town Council
Fr: Megan A. Lucas, Economic Development Dir.
Date: March 2014
Re: Activity Report encompassing **February 2014**

Below are my activities relating to the AEDA's six components for the first year action plan.

✓ **Capacity Building** – Establish a full-time economic developer position, in January, 2012. **Status: complete**

1. **Networking** – The economic development director will build relationships with local (Altavista Area Chamber of Commerce, Altavista On Track, Virginia Technical Institute, etc.), regional (Region 2000, utilities, CVCC, CAER, etc.), and statewide (Virginia Economic Development Partnerships, Tobacco Commission, etc.) organizations that will assist and support Altavista economic development with different resources **Status: Active**

Lynchburg Chamber Biz Forward Meeting
Meeting with Echelon
Meeting with Mike Davidson
ACoC Industry HR Lunch
Meeting & Tours with Gay & Neal
Meeting with Greg Sides Pitts. Co
Meeting with BGF
Conference Call with Brad Belo, Main St. Assoc
VEDA Scholarship Cmtee Conf. Call
AEDA Board Meeting
Meeting with Wells Fargo Bank
Lynchburg Chamber Lunch Speaker

AOT Board Meeting
AOT Planning Meeting X3
Region 2000 Economic Dev. Meeting
Meeting with Schwarz & Schwarz
Meeting with Keith Harkins, VTI
Center for Advance Manuf. Stakeholder Mtg
Meeting with USDA Joe Boatwright
Meeting with Mark Younkin
All Hands Dinner
Business TAG
VEDA Conference Call
Lynchburg Chamber Board Strategic Planning

2. **Existing Business Retention and Expansion** - An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs in the first year. **Status: Active** working on one expansion at this time and one new prospect continually talking with existing industry Plant Managers. Had a meeting with a member of the Schwarz & Schwarz team regarding the former Lane facility we should see some progress regarding re-development in the next 6 months.
3. **Develop Products** —Procure by purchase and/or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and/or new businesses). Broaden local incentives. **Status: Active**, AEDA hired Gay and Neal to evaluate industrial sites phase one of this process will be complete in by the end of March.
4. **Marketing** – Develop the following plan fundamentals in the first year: (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing businesses to identify prospects; and (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. **Status: Active**
 - Hired Brand Acceleration to design our business brand, logo and website, established web address AltavistaVA.com, reviewing site content version three, gathering photos for the site and reviewing logo options
 - Developing plan for community-wide marketing campaign.
5. **Encourage Entrepreneurism** – Pursue agreements with Virginia Technical Institute for use of vacant space and with Chamber of Commerce and the Business Development Center for technical support to aid new or early stage small businesses with growth potential. **Status: active**. Working with AOT to coordinate “Pop Up Altavista” a small business plan competition focused on igniting new business development in vacant store fronts.
6. **Special Note:** Happy 50th Birthday J. Waverly Coggsdale, III



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF FEBRUARY, 2014

CRIME STATISTICS – February 1, 2014 thru February 28, 2014

Crimes Against Persons

For the Month of February, the Town of Altavista Community experienced 4 incidents or a 20% decrease of Crimes Against Persons compared to 5 incidents last year during the same time duration.

- 4 Simple Assaults

Property Crimes

For the Month of February, the Town of Altavista Community experienced 5 incidents or a 28.57% decrease of Property Crimes compared to 7 incidents last year during the same time duration.

- 1 Motor Vehicle Theft
- 2 Shoplifting
- 2 Counterfeiting/Forgery

Quality of Life Crimes

For the Month of February, the Town of Altavista Community experienced 9 incidents or a 0.0% decrease of Quality of Life Crimes compared to 9 incidents last year during the same time duration.

- 1 Drunkenness
- 1 Family Offenses, Nonviolent
- 1 Trespass of Real Property
- 6 All Other Offenses

CRIME STATISTICS - January 1, 2014 thru December 31, 2014 Y.T.D.

Year to date, the Town of Altavista experienced 12 incidents or a 33% increase of Crimes Against Persons compared to 9 incidents last year during the same time duration.

- 1 Robbery
- 5 Aggravated Assault
- 6 Simple Assault



Year to date, the Town of Altavista experienced 13 incidents or a 13.33% decrease of Property Crimes compared to 15 incidents last year during the same time duration.

- 2 Breaking & Entering
- 4 Shoplifting
- 1 Theft From Motor Vehicle
- 3 Destruction of Property/Vandalism
- 1 Motor Vehicle Theft
- 2 Counterfeiting/Forgery

Year to date, the Town of Altavista experienced 15 incidents or a 25.00% decrease of Quality of Life Crimes compared to 20 incidents last year during the same time duration.

- 1 Weapon Law Violation
- 1 Driving under the Influence
- 1 Trespass of Real Property
- 9 All Other Offenses
- 1 Drunkenness
- 1 Family Offenses, Nonviolent
- 2 Trespass of Real Property

Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of February, the Town of Altavista Community experienced 9 incidents or a 25.00% decrease in Major Crimes compared to 12 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 25 incidents or a 4.2% increase in Major Crimes compared to 24 incidents last year during the same time duration.

The above statistics depict "Simple Assault" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of February.

CALLS FOR SERVICE - February 1, 2014 thru February 28, 2014

The Altavista Police Department was dispatched to 289 Calls for Service or a 2.7% increase compared to 281 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2014 thru December 31, 2014- Y.T.D.

The Altavista Police Department was dispatched to 641 Calls for Service or a 9.8% increase compared to 578 C.F.S. last year during the same time duration.

CRIMINAL ARRESTS EXECUTED - February 1, 2014 thru February 28, 2014

The A.P.D. executed 14 criminal arrests or a 30.0% decrease compared to 20 criminal arrests last year during the same duration.



CRIMINAL ARRESTS EXECUTED - January 1, 2014 thru December 31, 2014- Y.T.D.

The A.P.D. executed 28 criminal arrests or a 0.0% increase compared to 28 criminal arrests last year during the same duration

TRAFFIC CITATIONS ISSUED - February 1, 2014 thru February 28, 2014

The A.P.D. issued 26 traffic summons or a 43.4% decrease compared to 46 traffic summons issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2014 thru December 31, 2014 Y.T.D.

The A.P.D. issued 33 traffic summons or a 50.7% decrease compared to 67 traffic summons issued last year during the same time duration.

OFFICER OF THE MONTH – February, 2014

The Altavista Police Department has selected Officer J. T. Goggins as Officer of the Month for February 2014. Officer Goggins led the department in criminal arrests for the month of February. Officer Goggins also maintains excellent relations with the merchants and citizens and works diligently to manage his caseload. Officer Goggins has shown himself to be a dedicated, productive and proactive police officer and a valuable member of the department.

PERSONNEL TRAINING

Thirty-one (31) hours of training were afforded to police personnel during the month of February, 2014. Blocks of instruction pertained to the following training subjects: Canine Training, Property & Evidence Room Training and Crime Prevention Training.

WHAT'S NEW

Chief Walsh and members of the Crime Prevention Unit (CPU) met with Economic Development Director Megan Lucas for a strategy session in furtherance of the development of the Business Target Advisory Group (BTAG). Topics of discussion included a partnership with the Altavista Chamber of Commerce, the composition of the BTAG, the benefits that the group would bring to the town and to its members and the CPU's plans for an upcoming survey of town businesses. The meeting was deemed informative and productive by all participants.

In support of the Virginia State Police's Motor Carrier Safety Unit, members of the APD Motor Carrier Unit assisted with a Motor Carrier Checking Detail on Main Street. During the detail, 1 vehicle was declared Out-of-Service by State Police due to having 20% or more of its brakes found to be defective. The most common violations were brake violations, lighting violations and wheel/tire violations. APD officers issued 1 traffic summons during the detail for Fail to Secure Load. This was issued to a Chip Truck who was observed spilling wood chips on the road after leaving the Dominion plant.



Officer Rob Haugh completed a course through the Virginia Center for Policing Innovation entitled "Community Policing Defined". This course was conducted online and was taken in furtherance of Officer Haugh's work as a member of the Crime Prevention Unit and counts towards his Crime Prevention Specialist Certification training requirements through DCJS.

The Police Department completed and submitted the required applications towards DMV's Highway Safety Grants. These grants provide funding for specialized traffic enforcement details in areas such as Alcohol Safety/DUI Enforcement and Distracted/Aggressive Driving Enforcement. The goal of these grants is to reduce the number of motor vehicle crashes, especially those resulting in death or injury, and to increase safety on the roadways. If awarded, the grant funded period would begin October 1, 2014.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

PUBLIC WORKS MONTHLY REPORT For: February 2014



WATER MAINTENANCE REPORT – PUBLIC WORKS (February 2014)

WO ID	Location	Status	Description	Start Date	Actual Completion Date
2429	Lola Pump Station	Closed Work Orders	Water Repair	2/7/2014	2/10/2014
2520	River Pump Station	Closed Work Orders	Remove water pump.	2/27/2014	2/28/2014
2410	Main St. & 7th St. (Alley)	Work In Progress	Repair water main in Schewel's alley.	2/3/2014	Ready for asphaltting.
2518	1037 Main St.	Work In Progress	Repair main water line.	2/26/2014	Ready for asphaltting.
2443	Clarion Rd.	Work In Progress	Clearing of Right-Of-Way	2/10/2014	
2474	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	2/17/2014	2/21/2014
2500	Town Wide	Closed Work Orders	Water Maintenance (Trying to located possible leak)	2/21/2014	2/24/2014
2508	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	2/24/2014	2/28/2014
2430	Lakewood Dr. PRV Vault	Closed Work Orders	Water Repair	2/7/2014	2/10/2014
2431	1103 3rd Street	Closed Work Orders	Water (Install) New Service	2/7/2014	2/21/2014
2432	Town Wide	Closed Work Orders	Water Maintenance - Checking water valves.	2/7/2014	2/10/2014
2406	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	2/3/2014	2/10/2014
2527	Lola Ave. & Main St.	Closed Work Orders	Repair Fire Hydrant	2/28/2014	2/28/2014

SEWER MAINTENANCE REPORT – PUBLIC WORKS (February 2014)

WO ID	Location	Status	Description	Start Date	Actual Completion Date
2465	Page 10	Closed Work Orders	Sewer (Clean) - Page 10	2/11/2014	2/12/2014
2466	Page 10	Closed Work Orders	Sewer (Video) - Page 10	2/11/2014	2/12/2014
2526	709 12th Street	Work In Progress	Sewer Line (Repair) - Sink Hole	2/28/2014	
2525	Hillcrest St.	Closed Work Orders	Sewer (Video) Service Checking location of service lateral.	2/28/2014	2/28/2014
2417	1311 3rd Street	Closed Work Orders	Vehicle/Equipment Maintenance	2/5/2014	2/5/2014

2418	River Bottom	Closed Work Orders	Sewer Repair River Bottom Manhole	2/5/2014	2/6/2014
2442	915 8th Street	Closed Work Orders	Sewer Blockage Service Line	2/10/2014	2/10/2014
2464	915 8th Street	Closed Work Orders	Sewer (Install) Cleanout	2/11/2014	2/12/2014

GREEN HILL CEMETERY – PUBLIC WORKS (February 2014)

WO ID	Location	Status	Description	Date	Actual Completion Date
2478	Green Hill Cemetery	Closed Work Orders	Burial - Nellie Arthur	2/17/2014	2/19/2014
2459	Green Hill Cemetery	Closed Work Orders	Burial - Mollie Wheeler	2/12/2014	2/21/2014

RECYCLING REPORT (Altavista Commons Drop Off Location)

(Through January 31, 2014)

		Charges	Payment	Revenue	Rev. %
	FY2014				
	Jul-13	740.00	589.85	150.15	20.29%
	Aug-13	620.00	569.00	51.00	8.23%
	Sep-13	620.00	620.00	0.00	0.00%
	Oct-13	740.00	677.15	62.85	8.49%
	Nov-13	620.00	537.65	82.35	13.28%
	Dec-13	740.00	740.00	0.00	0.00%
	Jan-13	620.00	573.90	46.10	7.44%
		<u>Charges</u>	<u>Payment</u>	<u>Revenue</u>	<u>Rev. %</u>
FY2014	MTD Total:	4,700.00	4,307.55	392.45	8.35%
FY2013	MTD Total:	4,861.42	4,727.52	133.90	2.75%
	<i>Year Total:</i>	<i>8,088.64</i>	<i>7,871.54</i>	<i>217.10</i>	<i>2.68%</i>
FY2012	MTD Total:	4,700.00	3,913.00	787.00	16.74%
	<i>Year Total:</i>	<i>7,920.00</i>	<i>6,946.00</i>	<i>974.00</i>	<i>12.30%</i>
FY2011	MTD Total:	4,580.00	4,103.99	476.01	10.39%
	<i>Year Total:</i>	<i>7,920.00</i>	<i>6,965.27</i>	<i>954.73</i>	<i>12.05%</i>
FY2010	MTD Total:	4,340.00	3,896.75	443.25	10.21%

Year Total: 7,680.00 5,852.45 1,827.55 23.80%

MISCELLANEOUS FUNCTIONS – PUBLIC WORKS (February 2014)

Transaction Description	Total Quantity
Bags of Litter	29.00
Brush Collection Loads	3.00
Brush Collection Stops	21.00
Bulk Collection Stops	51.00
Bulk Collection Tonnage	9.35
Sweeping Miles	42.00
Miss Utility Tickets	55.00
Monthly Meter Rereads	2.00
Monthly Meters Read	61.00
Sewer (Video) Footage	259.00
Sewer (Video) Manholes	1.00
Sewer Main Cleaned	359.00
Sewer Main Cleaned Manholes	2.00
Solid Waste Tonnage	66.82
Stock Pile (Salt and Sand Tonnage)	56.33
Weekend Truck Tonnage	0.67

OTHER ITEMS

- Department responded to several winter storm events.
- Utility Crew found a water leak that had impacted the plant production for a period of time.

Transportation Department Monthly Report- February 2014

July 1, 2013- June 30, 2014

<u>Month</u>		<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
July	2013	1,956	82	3,910	\$ 400.00
August		2,231	91	3,963	\$ 400.00
September		1,705	78	3,563	\$ 400.00
October		1,416	57	4,020	\$ 589.00
November		1,440	64	3,601	\$ 600.00
December		1,304	59	3,687	\$ 554.50
January	2014	1,318	55	3,834	\$ 660.00
<u>February</u>	-	<u>1,253</u>	<u>61</u>	<u>3,273</u>	<u>\$ 650.50</u>

<u>Total YTD</u>	-	<u>12,623</u>	<u>61</u>	<u>29,851</u>	<u>\$ 4,254.00</u>
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<u>Comparison FY2013</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
12-Jul 2012	1,850	6%
12-Aug	1,962	14%
12-Sep	1,618	5%
12-Oct	1,176	20%
12-Nov	1,083	33%
12-Dec	979	33%
13-Jan 2013	939	40%
<u>13-Feb</u>	<u>1015</u>	<u>23</u>

YTD Change 10,622 19%

WASTEWATER

February 2014

SUMMARY

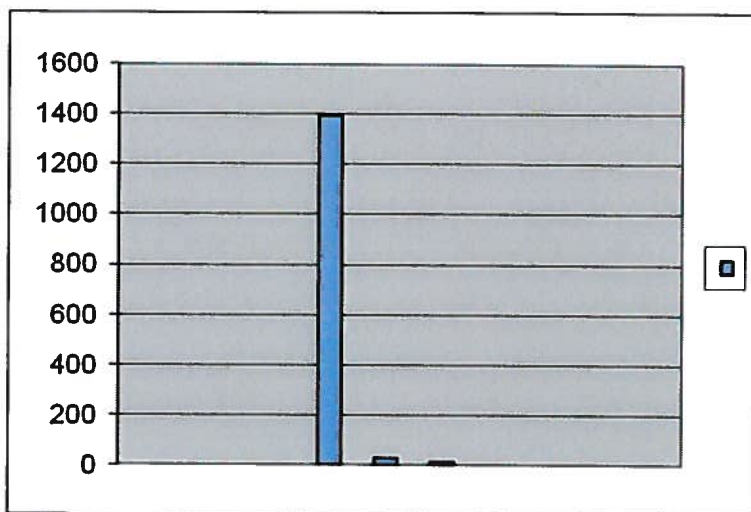
- FY2015 Budget Meeting with Public Works / Utility Committee
- Representatives with Toxicological & Environmental Associates, Inc. (Dr. Booth) sampled test zones installed in EOP.
- Public Works / Utility Committee meeting presented draft letter from the University of Iowa concerning future government grant projects for EOP.
- Annual Overhead Crane Inspections conducted.
- Completion of roof replacement project scheduled.
- Meter Data Recorder sent for Repair
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 179 wet tons of sludge processed
- Treated 70.04 million gallons of water

February 2014

1393 Man Hours Worked

28 Sick Leave

13 Vacation Hours



Water Department Report February, 2014

Water Production:

Water Plant: 63.00 million gallons of raw water treated.

Water Plant: 53.00 million gallons of finished water delivered.

Mcminnis Spring: 8.4 million gallons of finished water treated.

Mcminnis Spring: average 298,000 gallons per day and run time hours 17 a day.

Reynolds Spring: 5.3 million gallons of finished water treated.

Reynolds Spring: average 189,000 gallons per day and run time hours 10 a day.

Water Purchased:

Campbell County Utility and Service Authority:

Water Sold:

Town of Hurt: 3,534,514 gallons

Water Plant Averages for February, 2014:

Weekday: **22.0hrs** / day of production

2,310,000 gallons treated / day

Weekends: **20.0 hrs** / day of production

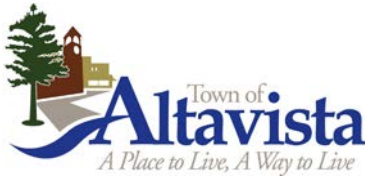
2,111,000 gallons treated / day

Special Projects:

- Increase run time for Abbott water use.
- Leak Nelson Street repaired 2-25-14.
- Changing work schedule to meet Abbott water use.

Water Plant

- Performed plant maintenance on equipment.
- Evaluated Reed Creek pump station.
- Repaired McMinnis pump motor and controls.
- River pump sent off for repair.



Meeting Date: March 11, 2014

FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Monday, March 3rd to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Armory Reuse – Masonic Lodge proposal

The Committee has continued discussion on this issue for the past few months, at the last meeting with only one committee member present that could discuss or vote on the matter, the Chair decided it was time to place it on Council's agenda. Staff was directed to place this item under "Unfinished Items" to allow for discussion and hopefully direction or resolution. No recommendation is being forwarded by the Committee.

II: Other Items/Updates *(Informational Only)*

- Employee Compensation Study: Staff is working on gathering information for the Committee regarding staff compensation as compared to other localities.
- Next Finance/HR Committee Meeting: Thursday, March February 27th at 8:15 AM in the large conference room of Town Hall.

Members Present: Dalton and Ferguson



PUBLIC WORKS/UTILITY COMMITTEE REPORT



The Public Works/Utility Committee met on Monday, March 3rd to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Band Boosters Agreement – Trade Lot (Action Requested)

At the September 10, 2013 Town Council meeting, a new agreement between the Town and the Altavista Band Boosters was approved. In this agreement the Band Boosters, asked that rather than having one event per month they be allowed not to hold an event during the months of December, January and February and double up on events during the months of April, May and September, which was approved. Since that time the Band Boosters have been working with their vendors and a request was recently received from the Band Boosters to trade the second date in April to a second date in November. The Committee concurs with this request. (Attachment: Copy of portion of agreement)

Possible Motion: "I move that the agreement with the Altavista Band Boosters for use of the Trade Lot be amended to allow for a second date in November, rather than April."

II: Bedford Avenue Waterline Project (Action Requested)

At the February 2014 Town Council meeting, Mr. Ron Smith of WW Associates briefed Town Council on the ongoing development of the plans for this project. Staff was asked to put this item on the Public Works/Utility Committee agenda, for additional discussion. Shortly after the February Town Council meeting, staff met with WW Associates to discuss the development of the Final Plans, with a focus on how to move forward with design of the "river crossing". In an effort to provide the Town with options regarding this item, the engineer proposed that both alternatives, directional drilling and open cut, be designed and offer both alternatives to contractors during the bid process. If Council desires to keep both options open, additional survey and design work will be required as outlined in the engineer's letter dated February 27, 2014. Please note that one of the options also includes the inclusion of the raw water line that currently "hangs" on the bridge and has required repairs in the past. At some point in the future this line will need to be replaced and could possibly require a directional drill or open cut, if reattaching it to the bridge is not feasible or allowed. The survey/design work for only the open cut for the finished water lines is a lump sum of \$12,000, while the inclusion of the raw water line increases the lump sum fee to \$15,000. The Committee feels it is in the Town's best interest to keep the open cut option available through the bidding phase. (Attachments: Letter from WW Associates, dated February 27th)

Possible Motions: "I move that the Town contract with WW Associates to perform additional survey/design services related to the open cut option related to the Bedford Avenue Waterline Project, in the amount of (\$12,000 or \$15,000)."

III: WWTP Emergency Overflow Pond – PCB Issues

A: **Plot #7 Construction:** The Committee discussed the possibility of proceeding with Plot #7 as identified by Dr. Licht. The Committee recommends that we utilize our own resources, as we have done in the past and cut “whips” from our existing trees to plant. At some point, we would possibly need to utilize Dr. Licht to have the foliar samples and/or soil samples tested and analyzed. Dr. Licht’s updated proposal is included solely as a reference as to the continuation of his involvement. There was discussion to extend Plot #7 to also be on the east side of Plot #5. Plot #7 would consist of an outside dike, with no dirt added to the interior after the water is pumped out. A layer of organic matter (i.e. shredded leaves, mulch, etc.) would be added to the surface and whips planted directly into the sludge. The Committee recommends that Plot #7 be constructed and that “whips” from our existing pads be cut and planted inside of Plot #7, as outlined above. (Attachment: Ecolotree diagram showing location of Plot #7; previous Ecolotree proposal)

Possible Motion: *“ I move that the Town proceed with construction of Plot #7, as identified, utilizing Town forces and that whips from the existing plots be planted in Plot #7.”*

B: **University of Iowa Request for Letter of Support:** The Committee reviewed the request from Dr. Craig Just, Ph.D. regarding a letter of support from the Town. The letter of support was requested regarding their effort in seeking renewed funding for the University of Iowa Superfund Research Program (isrp). The Committee questioned the relation between the studies mentioned pertaining to “airborne PCBs” and our efforts to find a remediation option. Accordingly, no recommendation regarding the letter was forthcoming. (Attachments: Letter from Dr. Craig Just)

Members Present: Ferguson, Dalton and Higginbotham

BAND BOOSTERS AGREEMENT – TRADE LOT

ATTACHMENT(S):

- **Portion of Adopted Agreement**

THIS AGREEMENT made this 13th day of September, 2013 by and between THE TOWN OF ALTAVISTA, a Virginia municipal corporation, hereinafter "Town" and THE ALTAVISTA BAND BOOSTERS, a Virginia unincorporated association, hereinafter "ABB".

WITNESSETH:

WHEREAS, Town owns a parcel of land lying on Seventh Street in the Town which property is known as "Shreve Park" and "War Memorial Park" a portion of which, including a concession stand, is used on a monthly basis as the "First Saturday Trade Lot," which property is hereinafter referred to as "the Premises"; and

WHEREAS, ABB wishes to use the Premises to operate and manage the "First Saturday Trade Lot" flea market, hereinafter "Trade Lot Event"; and

WHEREAS, the parties have reached agreement as set forth below.

NOW THEREFORE FURTHER WITNESSETH:

1. Use. ABB shall have the use of the Premises once per month in the months of March through November with an additional use per month in April, May and September for the Trade Lot Events. Unless otherwise authorized, there will be no events sponsored by the ABB in the Trade Lot for the months of December, January and February. The duration of each Trade Lot Event shall be from Noon on the Friday preceding the first Saturday of each month and extend to 6:00 p.m. on the first Saturday of each month. The exception being that vendors in the following spaces (27-64, 141-192) will be allowed to access to the Trade Lot beginning at 8:00 a.m. on Friday morning.) The aforesaid period shall include set up and take down of vendors. For Uncle Billy's Day weekend, ABB shall be allowed use of the Premises beginning at 4:00 p.m. on Thursday prior to Uncle Billy's Day (1st Saturday in June).

During the term of this agreement, ABB may store its inventory and equipment in the concession building between Trade Lot Events.

2. Term. This agreement shall remain in effect until terminated by either party on 90 days notice in writing to the other.

3. Rent. ABB will pay to the Town \$1,500 annually, payable in monthly installments of \$125.00 payable on the first day of each month. Rent is based on the use of the Premises for 12 Trade Lot Events each year at \$125.00 per use. Any additions or reductions must be approved in advance by the Town.

4. Contact persons; ABB members to be present.

A. ABB shall provide the Town Manager or his/her designee with a list of the officers of the organization and a single contact person who is to serve as the representative of ABB as to all aspects of this agreement.

BEDFORD AVENUE WATERLINE PROJECT

ATTACHMENT(S):

- Letter from WW Associates, dated February 27th.



February 27, 2014

Mr. J. Waverly Coggsdale III
Town Manager
Town of Altavista
510 Seventh Street
Altavista, VA 24517

Re: River Crossing Options
Project 1A, Bedford Avenue Waterline Project
Town of Altavista, Virginia
WW Associates Project No. 213084.03

Dear Mr. Coggsdale:

It was good to meet with you and review the plans for Project 1A, the Bedford Avenue Waterline project. We are pleased to assist the Town with this project and are glad to see the work identified in the Asset Study moving forward.

This letter will further our conversations relative to options for crossing the Staunton River. To summarize our previous analysis of this option, we offer the following cost summary:

<u>Alternative</u>	<u>Estimated Construction Cost</u>
Alternative No. 1 Directional Drilling	\$ 432,173
Alternative No. 2 Open Cut	\$ 999,318

As you know, based on the cost of the two alternatives, and other environmental and construction related issues, we recommended Alternative No. 1. In addition, this is the current designed option that has been submitted to VDH for review and approval.

WW Associates wants to provide the Town the most cost effective and efficient design that we can so the Town is able to maximize its infrastructure investments. To this end, we have revisited the river crossing options.

The first thought is to offer both Alternatives to the contractor at his discretion. The bid form would be set up to allow for the lowest cost alternative to win the bid. This approach would instruct the contractor to allow for a 6 month time frame to obtain the environmental permits (and easement acquisition) and would allocate a fixed cost for the environmental permitting and easement acquisition in the open cut alternative. This approach would require a survey and design for the Alternative No. 2 finished water

P.O. Box 4119 ■ Lynchburg, VA 24502
Telephone (434) 316-6080 ■ Fax (434) 316-6081

Lynchburg ■ Charlottesville

route. We offer to perform these additional services for a lump sum fee of \$ 12,000. This fee does not include easment plat preparation.

Upon further consideration, we note the existing raw waterline crosses the Stanton River through a steel pipe attached to the Pittsylvania Avenue Bridge. The steel pipe has been previously repaired and is reaching the end of it life. Given the resistance from VDOT regarding the replacement of the existing finished water line on the Pittsylvania Bridge, the Town may not be able to replacing the existing raw water attached to the bridge in-kind.

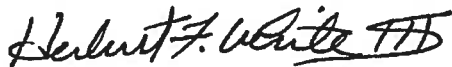
The existing raw water line is located in the same area as the proposed open cut river crossing. It would be efficient to also place a new raw water line in the same trench under the Staunton River should we move forward with an open cut of the river. This action would allow the Town to take the existing steel line attached to the bridge out of service, and have a more reliable raw water delivery system. Since adding another line to the open cut trench in the river would only slightly increase the cost, the value of the open cut option is enhanced and should be quite cost competitive.

Should the Town be interested in replacing the raw waterline as part of this project, we would then recommend bidding directional drilling for the raw water and finished water piping versus open cutting for the two pipes. We believe under this scenario, the open cut option would be quite cost competitive. Again, this approach would require a survey and design for the two alternatives for the design of the finished and raw water lines. Should this be the desired approach, we offer to perform these additional services for a lump sum fee of \$ 15,000. Again, this fee does not include easement plat acquisition.

We are ready to begin this work immediately so that the project schedule is not delayed. We are available to meet with you to discuss this further at your convenience. Should you have any questions, please feel free to call.

Sincerely,

WW Associates, Inc.

A handwritten signature in dark ink, appearing to read "Herbert F. White III". The signature is fluid and cursive, with the last name "White" being more prominent.

Herbert F. White III, P.E.
President

WWTP EMERGENCY OVERFLOW POND – PCB ISSUES

ATTACHMENT(S):

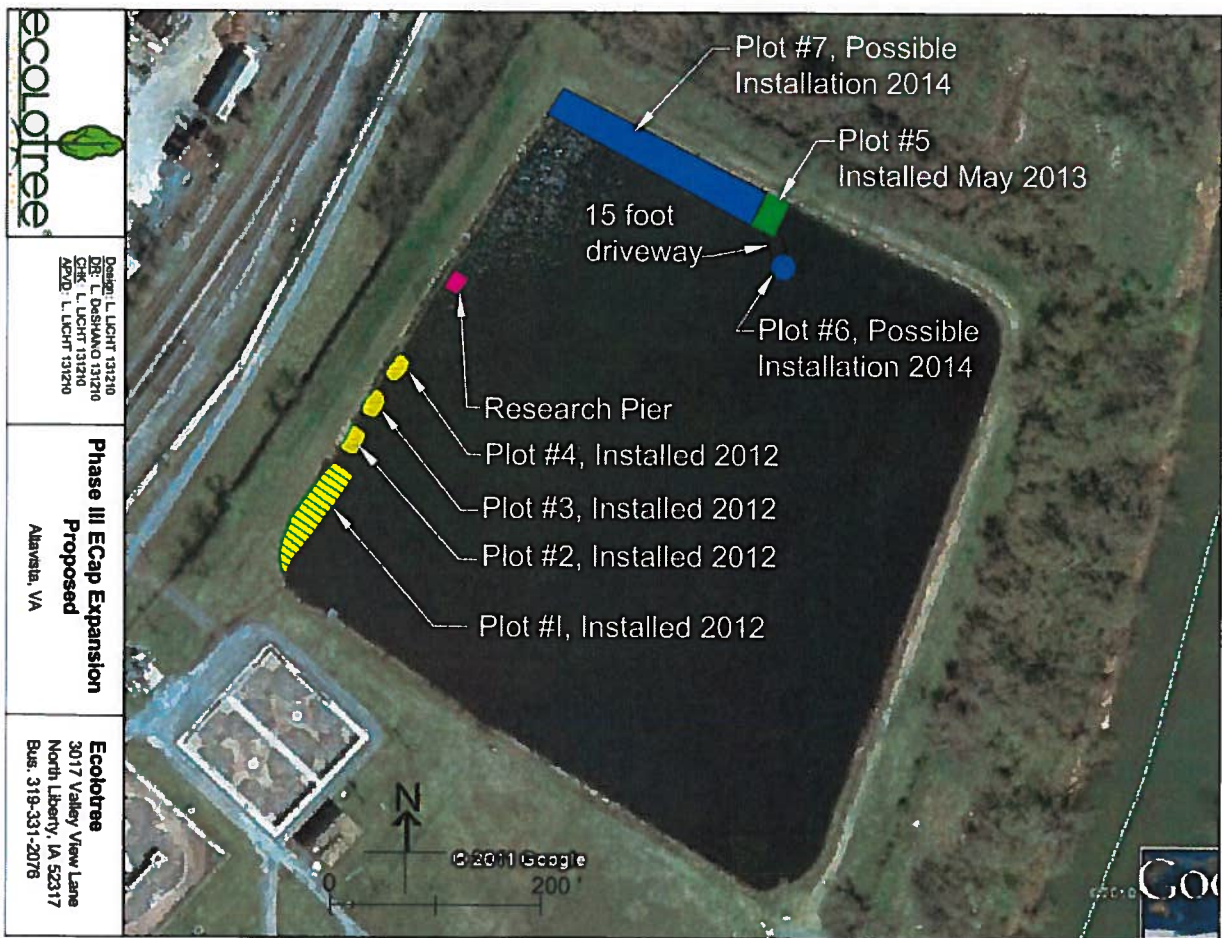
ITEM A:

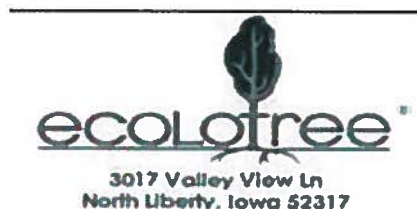
- Ecolotree Diagram showing location of plot #7
 - Previous Ecolotree proposal

ITEM B:

- Letter from Craig Just (University of Iowa)

Diagram Showing Proposed Plots #6 & #7 (provided by Ecolotree)





Project Summary:	
Project name:	Altavista ECap
Project location:	Town of Altavista VA
Ecolotree project #:	2012.08
Consultant:	No other local consultant involved with Phyto trial
Contracting agent:	Ecolotree direct to Town of Altavista
Installation type:	ECap PCB mineralization - Phase 3
Size of planting area:	6.2 acres
Contract duration:	3.1.14 - 12.31.14

Contract type:	A. Contract between Town Altavista & Ecolotree; B. Lump-sum fixed price for ECap installation, O&M support, and evaluation.
Phase 2 Strategy:	A. The objective is to obtain lagoon sediment layer containment using phyto treatment to sequester and reach <50 ppm PCB mass in all Site sediment to achieve in-place closure; B. Ecolotree staff will provide Phase 3 design for Town of Altavista review/acceptance; D. By March 1, owner will install one more phyto test Plot #6 located near Plot #5 using proven soils and placement techniques ; D. Ecolotree will deliver 30 poplar and 30 willow trees to install in new plot and assist in their planting; E. Ecolotree Project Manager will maintain monthly contact with local staff for updates; F. Ecolotree staff will travel to site for one drive-by maintenance and sampling trip proposed during summer 2014; F. One year-end fall trip will include further sediment sampling and evaluation; G. Fall trip can include major meeting with Town Council to determine path forward; H. Dr. Yi Liang - a recent graduate from The University of Iowa Civil/Environmental Engr. - will help adapt her research in the microbial activity in phyto root systems exposed to PCB. G. VDEQ, EPA and other technical supporters will be apprised of results if desired by Town Council.
Project Back Ground:	A. POTW sediment pond with PCB in sediment at concentrations >50ppm; B. 2012 Phase 1 included four prototype ECap plots and native plant phyto testing; C. 2013 Phase 2 included planting one new plot in area with known high PCB concentrations; D. 2014 Phase 3 includes preparing ETCap over 30 - 40 ft diameter shallow island over highest PCB concentrations; E. These phased plots are growing as planned and provide the field laboratory to measure PCB mineralization rates influenced by phyto; F. The University of Iowa will propose potential involvement for specific research using this field site.
2014 ECap Installation and Maintenance Support:	A. Support local Town of Altavista and Council staff to review 2013 Year-end report and also review current research specifically related to Altavista VA situation; B. Work with Town Altavista staff and council members to review plot expansion plan; C. Phase 3 Plot #6 soils placement and fence will be scheduled before March 9, 2014 by Town of Altavista and local operations staff; D. Ecolotree will provide 60 trees for Phase 3 Plot #6 and assist in their planting; E. 2014 O&M support in budget includes 2 return trips by Ecolotree project manager; F. 2014 O&M budget includes one sampling and site visit by Dr. Liang to be scheduled concurrently when Ecolotree staff is on site; G. There is NO BUDGET for PCB analyses - funding and responsibility to be defined in PCB EPA Superfund research ongoing by The University of Iowa.

Summary Table	
Total 2014 Ecolotree Support for ECap Installation	\$17,975

Expected Schedule (2014)	Project Phase	Specific Project Tasks	Cost Estimate
	<u>2014 Trees Installation: equipment, labor, fertilizer, Hazmat qualified</u>		
February/March 2014	Project manager install support	Coordinate ECap installation, maintenance & communication - 2 hours agronomist; 8 hr project manager	\$1,530
March/April 2014	Owner-managed site preparation	Owner or owner-hired local contractor to prepare the site by placing soil to fill Phase 3 plot area #6	Owner paid
March/April 2015	Owner-provided on-site support staff	Owner or owner-hired 1 local staff to aid in installation and observe ECap details	Owner paid
March/April 2016	Planting media procurement, delivery	Assume 50 cubic yards	Owner paid
March/April 2017	Plot 6 blank tubes, 4-ft 2" PVC with Cap and installation	Assume 70 yards fencing	Owner paid
March/April 2018	Plot perimeter fence purchase and installation	Assume 70 yards fencing	Owner paid
March/April 2019	ECap Trees	30 poplar trees, 30 willow unrooted planted in plot #6 @ \$20/tree; shipping & handling @ \$140	\$1,340
March/April 2020	Project manager installation support for Altavista Staff	Assist in measuring placed soil profile, tree planting, fence installation, photography. Project manager & CFO support - assume 16 hr plus \$500 travel	\$3,140
2014 Growing Season	Local support - Routine weed control, fence repair, and reporting	Owner provided very competent support in 2013 by staff with Master Gardener training Mow, insecticides and rodent protection normally needed.	Owner provided
Summer 2014	Ecolotree staff summer inspection	Ecolotree staff inspection and local staff meeting (travel, inspect, recommend if needed herbicide, insecticide), submit inspection summary memo to Owner	\$1,900
Fall 2014	Ecolotree staff fall inspection	Project inspection, sampling soil & foliage, and local staff meeting (travel, inspect, recommend if needed herbicide, insecticide), submit inspection summary memo to Owner	\$1,900
Fall 2014	Foliage, soil sampling and delivery	Assume 8 foliar and 8 soil agronomic samples @ \$95/sample	\$1,520
Fall 2014	<u>Local support - One local staff and necessary boat to sample sediments.</u>	<u>Owner responsible</u>	<u>Owner provided</u>
Fall 2014	Site Visit and sampling w/Dr. Yi Leong interfacing to Uiowa	On-site meeting by Project Manager (review data, meet with Town staff, prepared presentation, PCB sampling & processing); Presentation of PCB phyto data by Dr. Licht.	\$2,185
Fall 2014	Sediment sampling cost	Assume 30 soil samples in lagoon sediment & plot soil to determine PCB concentrations at 10 representative locations	\$1,060
Fall 2014	Sediment sample shipping	Assumes sample analyses requires special preservation	\$500
Fall 2014	Arochlor 1242 Mass Analyses	Analytical PCB analyses to show redox and phyto impact on PCB 1242 mass concentrations in sediments	TBD
December 2014	Year-end Report with PCB Evaluation	Document performance, document activity list for 2014, update map, determine 2015 O&M Plan	\$2,900
		<u>2014 Ecolotree support</u>	<u>\$17,975</u>



COLLEGE OF ENGINEERING
Civil & Environmental Engineering

4105 Seamans Center
for the Engineering Arts and Sciences
Iowa City, Iowa 52242-1527
319-335-5647 Fax 319-335-5660
www.cce.engineering.uiowa.edu

February 28th, 2014

Waverly Coggsdale III
Altavista Town Hall
510 Seventh Street
PO Box 420
Altavista, Virginia 24517

Dear Waverly:

The University of Iowa, Superfund Research Program (isrp) is a joint endeavor involving basic and applied projects in biomedical and engineering research areas. The overall program focus is on the consequences of human exposures to airborne polychlorinated biphenyls (PCBs). The isrp studies sources, airborne movement and human exposure of lighter PCBs in contaminated waters, former industrial sites, schools and homes. The isrp also measures metabolism and toxicity of PCBs in animals and humans and it has developed novel site clean-up strategies that involve the use of hybrid poplar trees.

The isrp currently works in partnership with the town of Columbus Junction, Iowa, and East Chicago, Indiana, on a community-based participatory research project that assesses exposures to citizens who live or work near sources of lower chlorinated PCBs. This project has been ongoing for nearly 9 years and we are seeking to continue these community partnerships as the isrp is competing this year for renewed funding from the U.S. National Institutes of Health. We seek a new partnership with Altavista for this renewal cycle and a letter of support from the town would benefit our proposal.

One of the goals of the isrp is to research the use of poplar trees to remediate PCB contaminated sites and we understand that Altavista has been dealing with such a site for quite some time. We seek a partnership with Altavista that would allow our poplar tree researchers to access the site on occasion. We understand that some trees have already been planted and we would like to sample the trees and the soils around the trees to determine if remediation is occurring. We would compare the results from your site to the results from laboratory studies in hopes of better predicting how remediation of PCBs occurs in the "real world". One outcome from our research that could benefit Altavista might be evidence of natural remediation occurring at a pace fast enough to convince regulators to "remediate in place". This outcome can't be guaranteed. But, for a relatively small investment of time by Town staff, such an outcome at least becomes a possibility.

Lastly, some of our airborne PCB researchers would like to measure movement of PCBs out of the soil and into the air at the Altavista site. Similar work done in East Chicago, IN, indicated that people are more likely to be exposed to elevated airborne PCBs from household paints than from outdoor air. Airborne PCB emissions are not regulated and may never be regulated, so there is little

legal risk to Altavista for allowing such measurements. Again, researchers would only need occasional access to the site at the discretion of Town staff.

Our goal is for the partnership to be mutually beneficial. If the Town of Altavista at any time feels the relationship isn't beneficial, we will "shake hands" and respectfully go our separate ways. We are only seeking a letter of support to include in our proposal at this time and some draft text has been provided for your convenience. Nothing we agree upon at this time will be contractually binding.

Thank you so much for considering this request.

Warm regards,

A handwritten signature in black ink that reads "Craig Just". The signature is written in a cursive, slightly slanted style.

Craig Just, Ph.D.
The University of Iowa
Department of Civil and Environmental Engineering
4111 Seamans Center
Iowa City, Iowa 52242
319-335-5051

DATE

Community Engagement Director
Iowa Superfund Research Program
University of Iowa
Iowa City, IA 52242

Dear Dr. Just:

The Town of Altavista welcomes the opportunity to partner with the Iowa Superfund Research Program to facilitate research at the PCB contaminated site on the grounds of our wastewater treatment facility. We are happy to offer site access and we can accommodate modest needs for electricity and air sampling equipment placement. We also welcome the planting of poplar trees in cooperation with Ecolotree, Inc., as part of the research effort.

It is our understanding that the majority of research costs related directly to work performed by the Iowa Superfund Research Program will be the responsibility of the University of Iowa. But, we acknowledge and are willing to contribute some staff time to facilitate the research endeavor.

We look forward to working together.

Warm regards,

SOMEBODY FROM THE COUNCIL (Mayor?)
Town of Altavista, etc.

Curriculum Vitae

Craig L. Just, PhD

Department of Civil and Environmental Engineering
IIHR – Hydrosience & Engineering

The University of Iowa
4111 Seamans Center
Iowa City, IA 52242

Biography

Dr. Craig Just has served in the College of Engineering at the University of Iowa since 1993. He earned a masters degree in chemistry from the University of Northern Iowa in 1994 and a Ph.D. in environmental engineering and science from the University of Iowa in 2001. He is an assistant professor in the Department of Civil and Environmental Engineering and an assistant research engineer at IIHR – Hydrosience & Engineering. He is also the Coordinator of Sustainability Programs for the College of Engineering.

Education

Chemistry, B.S., University of Northern Iowa, Cedar Falls, IA 1992
Chemistry, M.A., University of Northern Iowa, Cedar Falls, IA 1994
“Enhancement of a time-of-flight mass spectrometer using a bipolar pulsed electrostatic particle guide and a novel MS-MS correlation technique”
Environmental Engineering & Science, Ph.D., University of Iowa
Department of Civil and Environmental Engineering 2001
“Fate and Photophotolysis of RDX in Reed Canary Grass (*Phalaris arundinacea*)”

Experience

Assistant Professor 2012-present
The University of Iowa, Department of Civil and Environmental Engineering
Coordinator of Sustainability Programs 2008-present
College of Engineering, The University of Iowa
Faculty Advisor, UI Engineers for a Sustainable World 2004-present
Faculty Advisor, UI Engineers Without Borders USA 2007-present
National Board Member, Engineers for a Sustainable World 2010-present

Honors and Awards

First-year Student Champion (Provost’s Office) 2012
International Studies Outstanding Faculty Mentor Award 2011
David J. Skorton Award for Staff Excellence in Public Service 2010
College of Engineering, Staff Research Award 2009
Univ. of Iowa, Presidents and Provost Award for Teaching Excellence 2008
Iowa Board of Regents Staff Excellence Award 1997

Publications

Just, Craig L. “Sustainability” in Lima, Oakes, et al. Service-Learning: Engineering in Your Community. New York, New York: Oxford University Press (forthcoming June 1, 2013).

Van Meter, K., et al. (2012). "An Introduction to Sustainability Service-Learning Course for the Creation of Sustainable Citizens to Engage Wicked Problems." *Journal of Service-Learning in Higher Education* Vol. 1: 30-49.

Loperfido, J. V.; Just, C. L.; Papanicolaou, A. N.; Schnoor, J. L., In situ sensing to understand diel turbidity cycles, suspended solids, and nutrient transport in Clear Creek, Iowa. *Water Resources Research* **2010**, *46*, 8.

Muste, M.; Kim, D.; Arnold, N.; Whiteaker, T.; Just, C.; Kruger, A., Digital catchment inception using community project components. *Proceedings of the Institution of Civil Engineers-Water Management* **2010**, *163*, (1), 13-25.

Loperfido, J. V.; Just, C. L.; Schnoor, J. L., High-Frequency Diel Dissolved Oxygen Stream Data Modeled for Variable Temperature and Scale. *Journal of Environmental Engineering-ASCE* **2009**, *135*, (12), 1250-1256.

Florman, J., Just, C., Naka, T., Peterson, J., and Seaba, H. Bridging the Distance: Service Learning in International Perspective: New Directions for Teaching and Learning. *Wiley Publishers*, vol. 2009, no. 118, **2009**, pp. 71-84.

Just, C. L. and J. L. Schnoor. Phytophotolysis of Hexahydro-1,3,5-trinitro-1,3,5-triazine (RDX) in leaves of Reed Canary Grass. *Environmental Science & Technology*, vol. 38, no. 1, **2004**, pp. 290-295.

Just, C. L., Hanson, C. D.; Selective Background Suppression in MALDI-TOF Mass Spectrometry, *Analytical Chemistry*, vol. 66, **1994**, pp. 3676-3680.

Project Funding

Mussel Communities: A Biosensory Network for Understanding the Nitrogen Cycle, Carver Charitable Trust, 2011-2013, Co-PI **\$397,975**

Campus Living-Learning Communities for the Sustainable Citizen, Department of Education, FIPSE Program, 2011-2014, PI **\$873,318**

ARRA: Connecting Higher Education to Iowa's Green Economy, Iowa Workforce Development, 2010-2011, PI **\$66,940**

Semi-Volatile PCBs: Sources, Exposures, Toxicities, US Department of Health & Human Services, National Institutes of Health, 2005-2014, Director, Community Engagement Core **\$29,163,928**

Methods and Partnerships for Packaging and Regional Distribution of Inexpensive Handheld Bleach Generator, Environmental Protection Agency, 2008-11, PI **\$75,000**

SGER: The Impact of Extreme Flooding on Mussel and Microbial Nutrient Dynamics at the Water-Sediment Interface, National Science Foundation, 2008-2009, PI **\$75,613**

SGER: Collaborative Research: Contribution of the 2008 Midwestern Flood to Gulf Hypoxia, National Science Foundation, 2008-2009, co-PI **\$99,343**

Clear Creek Environmental Hydrologic Observatory: From Vision Toward Reality, National Science Foundation, 2006-2008, PI **\$250,000**

The Iowa Solar Bike, Iowa Energy Center, 2006-2009, PI **\$45,000**



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: March 11, 2014

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Altavista On Track – Street closure request/ Cruise In events

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

For the past several years, Altavista On Track (AOT) has hosted “Cruise In” events during the months of April through October in the downtown area. AOT is once again seeking authorization to have the Cruise In events along Main Street, this year the events will be between Franklin Avenue and Amherst Avenue. AOT is seeking Town permission to close the cross streets that lead to Main Street. As you know, for closure of Main Street the request must go to VDOT and they must approve. The attached forms and letter must be completed for VDOT to consider the closure of Main Street.

The 2014 event dates are: April 5th; May 3rd; July 5th; August 2nd; September 6th; and October 4th.

Potential Action(s) or Motion(s):

MOTION:

“I move that AOT be authorized to close the requested streets in the Town for the monthly Cruise In events and proper approval from VDOT for Main Street be obtained.”

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) <i>Draft letter to VDOT from Town regarding AOT</i> ; 2) <i>VDOT LUP-Special Events Information Form</i> ; and 3) <i>VDOT LUP-Special Events Approval Form</i>		
This agenda form has been reviewed by:	Initials	Comments:
Town Manager	jwc	

March 10, 2014

Ms. Tiffany Tweedy
Virginia Department of Transportation
Land Use Section
Permits & Subdivision Specialist, Sr.

RE: Altavista On Track Event Application for Street Closure-Fee Waiver Request

Dear Ms. Tweedy:

Please find enclosed application documents for a street closure/land use permit which allow Altavista On Track the ability to host Main Street Cruise Ins again this year. Altavista On Track, also known as Altavista Community Development Corporation is a 501 (c) 3 non-profit corporation, and administers the Town of Altavista's Virginia Main Street Program.

I am writing this cover letter to meet requirements in seeking a waiver of the registration fee, since Altavista on Track is a non-profit corporation.

I seek your positive consideration of this request. Please let me know if you need additional information.

Sincerely,

J. Waverly Coggsdale III
Altavista Town Manager

Commonwealth of Virginia
Department of Transportation
7/2010



LUP-SEI
LAND USE PERMIT
Special Events
Information Form

Please Type or Print Clearly

TYPE OF EVENT (Parade, March, Walk Bike-A-Thon, Block Party, etc.):

Classic Car Cruise In

DATES OF EVENT: April 5, May 3, July 5, Aug 2, Sept 6 & Oct 4 Inclement Weather Date: None

Beginning Time: 5:30 P.M. Ending Time: 8:30 P.M.

ROUTE OF EVENT (Attach detailed map including Event Starting & Ending Point, & State Route No.):

On Altavista's Main Street between Franklin Street and Amherst

NAME OF APPLICANT/ORGANIZATION: Altavista On Track (Altavista Community Devel Corp)

Mailing Address of Applicant/Organization: P.O. Box 283

510 7th Street

Altavista, VA 2451

CONTACT PERSON: Linda A. Rodriguez

Mailing Address of Contact Person: P.O. Box 283,

510 7th Street

Altavista, VA 2

Telephone No.: (434) 401 - 9729

E-Mail Address: director@altavistaontrack.com

SPECIAL EQUIPMENT REQUEST:

☐ Cones No. Requested: X

☐ Advance Warning / Event Ahead Signage No. Requested: X

☐ Variable Message Board Message: _____

I, the undersigned hereby acknowledge that I am fully cognizant of the attached requirements associated with the issuance of a VDOT Land Use Permit to hold parades, marches or similar special events on state maintained highways.

(Linda Rodriguez)

Date: _____



APPROVAL DATE

COUNTY ADMINISTRATOR / TOWN MANAGER OR DESIGNEE

Remarks: _____

APPROVAL DATE

LOCAL LAW ENFORCEMENT AGENCY

Remarks: Patrol officer on duty will monitor event in area.

APPROVAL DATE

VIRGINIA STATE POLICE (Sergeant/Area/Division)

Remarks: _____

APPROVAL DATE

VDOT REPRESENTATIVE

Remarks (include any changes that may be made by VDOT): _____

Cc: County/Town Administration
Local Law Enforcement
Virginia State Police
VDOT Maintenance Residency Office / AHQ

FIRST SATURDAY
TRADE LOT
(SHREVE PARK)

YMCA

FRANKLIN AVE.

7th. St.

CHARLOTTE AVE.

AMHERST AVE.

7th. St. --- MAIN ST. DETOUR

PITTSYLVANIA AVE.

700

800

900

BB&T
BANK

NAPA
AUTO
PARTS

RADIO
SHACK

DIARY
FREEZE
910

MAIN STREET

FELLERS
CHEVROLET

FINCH
& FINCH

EL CAZADOR
911 MAIN ST.

AMHERST AVE.

5th. St. --- MAIN ST. DETOUR



POINTS WHERE STREET IS TO BE BLOCKED.



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: March 11, 2014

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Public Nuisance – Setting of Hearing

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

During the past few months, the Altavista Police Department received complaint calls related to “barking dogs” at 327 Myrtle Lane. The last received complaint was on March 2, 2014, there had previously been two Notice of Complaints issued to this address on January 19th and January 21st. Chapter 34, Article II. “Abatement of Public Nuisances” addresses the issues associated with a potential public nuisance, setting forth the definitions and procedures.

The Code of the Town of Altavista Section 34-31 (2) f. defines a “Public Nuisance” as “*any animal that by loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.*” The Code of the Town of Altavista Sections 34-32 through 34-33 provides for the process of handling and notifications, as well as the procedure by which public nuisance issues will be heard and potentially abated.

In compliance with the Town Code, the issuance of the third notice informs the owner/occupant that the “*offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32 through 34-35 of the Town Code*”. The Code further sets forth that “*prior to declaring the activity or condition in question a public nuisance, such owner or occupant shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose.*” Accordingly, staff is requesting that the Town Council schedule a hearing for this purpose.

NOTE: Town Council held a hearing in regard to this issue involving this address at their February 2013 meeting. Subsequently, a public nuisance was not declared following several months of consideration.

Potential Action(s) or Motion(s):

MOTION: “I move that the Town Council set a hearing for (DATE/TIME) regarding the potential public nuisance involving 327 Myrtle Lane.”

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) <i>Copies of the three Notice of Complaints</i> ; 2) <i>Town Code Sections</i>		
This agenda form has been reviewed by:	Initials	Comments:
Town Manager	jwc	

FIRST NOTICE OF COMPLAINT

JANUARY 22 20 14

MS. ANNETTE HITE
327 MYRTLE LANE

Altavista, VA 24517

CFS: 2014-003760

Time Received: 1700 (a.)(p.)m.

A complaint was received by the Altavista Police Department concerning your dog barking on 1/19/2014 at 1500 (a.)(p.)m.

This correspondence constitutes your **first** notice of complaint pursuant to Section 34-33(b) of the Altavista Town Code. Pursuant to requirement of Section 34-33(b) a copy of Article II (Abatement of Public Nuisances) of Chapter 34 of the Altavista Town Code is attached hereto. Section 34-33(b) is highlighted.

ALTAVISTA POLICE DEPARTMENT

By: LT MEDFIELD

SECOND NOTICE OF COMPLAINT

JANUARY 22, 2014

MS. ANNETTE HITE
327 MYRTLE LANE

Altavista, VA 24517

CFS: 2014-003762

Time Received: 1700 (a.)(p.)m.

A complaint was received by the Altavista Police Department concerning your dog barking on 1/21/2014 at 1000 (a.)(p.)m.

This correspondence constitutes your **second** notice of complaint within 60 days (1st 1/19/2014) pursuant to Section 34-33(b) of the Altavista Town Code. Pursuant to requirement of Section 34-33(b) a copy of Article II (Abatement of Public Nuisances) of Chapter 34 of the Altavista Town Code is attached hereto. Section 34-33(b) is highlighted.

ALTAVISTA POLICE DEPARTMENT

By: LT MORGAN R. FILL

THIRD NOTICE OF COMPLAINT

MARCH 5, 2014

Ms. Annette Hite
327 MYRTLE LANE
Altavista, VA 24517

CFS: 2014-011577
Time Received: 21:48 (a.)(p.)m.

A complaint was received by the Altavista Police Department concerning your dog barking on 20 MARCH 2014 at 21:48 (a.)(p.)m.

This correspondence constitutes your **third** notice of complaint within 60 days (1st 19 January 2014 and 2nd 21 January 2014).

Pursuant to Section 34-33(b) of the Code of the Town of Altavista, based upon the three complaints within 60 days, your dog appears to constitute a public nuisance and is now subject to abatement procedures under Altavista Town Code Section 34-32. You will be receiving information from the Altavista Town Manager's Office as to further proceedings under these ordinances. Pursuant to requirement of Section 34-33(b) a copy of Article II (Abatement of Public Nuisances) of Chapter 34 of the Altavista Town Code is attached hereto.

ALTAVISTA POLICE DEPARTMENT

By: Off J. Marlow

- (2) Any person, group or organization desiring to hold an event as outlined in subsection (1) of this section shall obtain a permit from the town manager or his designee not later than 48 hours before the commencement of the event. Events which occur on a regular basis may be permitted multiple times in a single permit.
- (3) Any noises resulting from normal operations of any industrial plant located within the town.
- (4) Any noises resulting from normal commercial operations in the town between the hours of 7:00 a.m. and 11:00 p.m.

(c) *Penalty.* Any person violating any of the provisions of this section shall be deemed guilty of a class 4 misdemeanor as to the first and second violation of the same provision and a third or subsequent violation of the same provision shall constitute a class 3 misdemeanor.

(d) *Injunction.* As an additional remedy, the operation or maintenance of any device, instrument, vehicle or machinery in violation of any provision of this section which endangers the health, safety or welfare of residents in the area shall be deemed, if so declared by the town council, a public nuisance and may be subject to abatement merely by a restraining order or injunction issued by the county circuit court.

(Code 1968, § 13-96(a)—(d); Ord. of 12-12-06(3), § 1; Ord. of 6-14-2011, § 1)

Secs. 34-2—34-30. Reserved.

ARTICLE II. ABATEMENT OF PUBLIC NUISANCES

Sec. 34-31. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Animal means every dog or other animal or fowl owned within the boundaries of the town.

Own and *owner* mean any person having a right of property in an animal and any person who keeps or harbors an animal or has it in his or her care, or who acts as its custodian, and any person who permits an animal to remain on or about any premises occupied by him or her.

Public nuisance means:

- (1) Every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property.
- (2) Any animal that:
 - a. Molests passersby or passing vehicles or interferes with traffic;
 - b. Attacks other animals;
 - c. Trespasses on school grounds and interferes with school activities;
 - d. Habitually turns over garbage cans of any person other than the owner or custodian thereof;
 - e. Damages private or public property; or
 - f. By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.
- (3) Any aggregation of animals creating a foul odor.

(Code 1968, §§ 8-14, 8-16(A))

Cross reference—Definitions generally, § 1-2.

Sec. 34-32. Procedure.

(a) Every public nuisance shall be abated by the owner or occupant of the property from which the public nuisance emanates, at the expense of such owner or occupant, pursuant to the procedure set forth in this section.

(b) Prior to declaring the activity or condition in question a public nuisance, such owner or occupant shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose.

(c) If, after such hearing duly held before the town council, the council finds that the activity or condition complained of is in fact a public nuisance, the town council shall give the owner or occupant a reasonable time to abate the public nuisance, taking into account the urgency of the need for abatement and the difficulty involved in abatement. Failure by the owner to abate such public nuisance within the time limit shall constitute a violation of this article and shall be punishable as prescribed in section 34-38. Upon the failure of the owner or occupant to abate such public nuisance within the time limit as established by the council, the town manager or any duly authorized agent of the town may abate such public nuisance by whatever means are deemed reasonable and necessary by the town manager.

(d) Should any public nuisance be of such a nature as to pose an immediate threat to the health or safety of the public, such public nuisance shall be abated immediately by the owner or occupant of the property from which such public nuisance emanates or arises. If such public nuisance is of such a serious and immediate nature as to pose an imminent threat to the health and safety of the community or any part thereof, or should such public nuisance fall within the legal classification of a public nuisance per se, or a public nuisance in fact, the town manager or other duly authorized agent of the town shall cause the town police to serve notice upon the owner or occupant of the property from which the public nuisance emanates to abate such public nuisance within such period as the town manager deems expedient for public health and safety. If such owner fails to abate such public nuisance, the town manager or duly authorized agent may take immediate and summary action to abate such public nuisance to the extent that the imminence and the seriousness of such public nuisance are reasonably reduced to a safe level. In this case, the right to notice and hearing to the owner or occupant of property from which such public nuisance emanates or arises shall be afforded such owner as soon after such public nuisance is abated as is possible. The council shall at the hearing render a decision as to the permanent abatement of such public nuisance, and such decision shall be implemented in the same manner as set forth in subsection (c) of this section.

(e) Any decision of town council with regards to a public nuisance after such notice and hearing shall be subject to judicial review by the county circuit court upon appeal to such court. (Code 1968, § 8-15)

Sec. 34-33. Animals.

(a) It shall be unlawful for any person to own an animal that is a public nuisance within the boundaries of the town. Any such public nuisance shall be abated by the owner and shall be subject to the abatement procedures of this article.

(b) If a public nuisance under this section disturbs any person, and the police department receives a complaint from such person, the department shall serve upon the owner of the offending animal notice of the complaint and a copy of this article. Upon the receipt of the second and third complaints within a period of 60 days, the owner shall be served with similar notices, the third notice stating that the offending animal appears to constitute a public nuisance and is subject to abatement procedures under sections 34-32—34-35.

(c) In addition to the provisions of subsections (a) and (b) of this section, any animal causing a disturbance or annoyance in any manner described, or any combination thereof, shall constitute an apparent public nuisance within the meaning of section 34-31(2), and subject to the abatement procedures under sections 34-32—34-35, if no less than three persons familiar with such animal petition the town complaining about the animal causing the disturbance.

(d) Any owner of an animal so reported as being a public nuisance shall be subject to the procedure set forth in section 34-32, and, upon a finding by the town council that such animal constitutes a public nuisance, the council shall give the owner of such animal a reasonable time to take such measures as may be reasonably necessary to abate such nuisance including, but not limited to, confining such animal or removing the animal beyond the town limits. Upon the

failure of such owner to comply with the abatement order of the council within the prescribed time, the town may confiscate the animal and dispose of it according to law. Failure by such owner to comply with such order shall constitute a violation of this article and shall be punishable as prescribed in section 34-38.

(Code 1968, § 8-16)

Sec. 34-34. Costs taxed.

Where any public nuisance is abated by the town pursuant to the provisions of this article, the costs of such abatement shall be taxed against the owner or occupant of the property from which such public nuisance emanates or arises and shall be collectible by the town in any manner provided by law for the collection of state and local taxes. Upon the completion of such abatement, the town manager shall send by certified mail to such owner a bill for the costs of such abatement with the notation thereon that such charges are collectible by the town in any manner provided by law for the collection of state and local taxes, and that failure to pay such bill within 60 days of the date thereof will result in the institution of collection procedures. Upon the owner's failure to pay such bill by the date set thereon, the town manager may, pursuant to law, institute such collection procedures as he or she may deem necessary.

(Code 1968, § 8-17)

Sec. 34-35. Abatement costs; town property.

Whenever any person or business causes a public nuisance to exist on property belonging to the town lying within or beyond the corporate limits of the town and the town abates such nuisance under this article, such person or business shall be taxed with the costs of such abatement as provided under section 34-34.

(Code 1968, § 8-18)

Sec. 34-36. Liability imposed by other laws not decreased.

Nothing contained in this article shall be construed as making lawful any act or omission which is unlawful, or as decreasing the liability, civil or criminal, of any person, imposed by law.

(Code 1968, § 8-19)

Sec. 34-37. Enforcement by injunction.

Nothing contained in this article shall prevent the town from enforcing the terms of this article by means of injunction obtained in the county circuit court.

(Code 1968, § 8-20)

Sec. 34-38. Penalties for violation of article.

Any person violating the provisions of this article shall be guilty of a class 3 misdemeanor.

(Code 1968, § 8-21)



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: March 11, 2014

Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Armory Reuse – Masonic Lodge proposal

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

During 2013, the Town sought proposals for reuse/redevelopment of the Armory facility. The only proposal submitted was by the local Masonic Lodge – Campbell Lodge 316 AF&AM, which detailed their interest in acquiring the Armory and renovating the facility for their meeting place and to provide space for community events and space for non-profits. The Finance Committee has previously reviewed the proposal and the committee and staff have met with representatives of the Lodge. Through the process, the status has gone from working on a possible agreement to determining that the project was not viable, to the point we are at now which is to provide direction to staff or to make a decision on the Lodge's proposal. At the last Finance Committee meeting, it was decided to put the item on Council's agenda, without a recommendation. Attached is information previously submitted by the Lodge.

It has been pointed out, by legal counsel that with three Council members "recusing" themselves from the discussion and decision, that the remaining four members will need to be unanimous in the decision (as it will ultimately involve the disposition of public property). In addition, disposition of public property will require a public hearing.

Potential Action(s) or Motion(s):

MOTION: Per Discussion

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) <i>Previously submitted information from the Masonic Lodge</i>		
This agenda form has been reviewed by:	Initials	Comments:
Town Manager	jwc	

Financial estimates and plan for assumption of Altavista Armory facility by Campbell Masonic Lodge#316

A. Rehab of current facility:

1. General: Rehab of the Armory building and grounds will be limited to those areas essential to the needs of the Lodge and anticipated tenants.
2. Estimated costs:
 - a. Replacement of lower roof over all leaking areas. Contract. Est. cost \$ 50,000.
 - b. Cleanup, removal and replacement of disturbed floor and ceiling tile. Contract Est. \$5000.
 - c. Restoration of water and electric service and verification of interior service. Town. Est. \$0.00
 - d. Installation of HVAC units in Lodge and tenant spaces, to include electrical upgrade. Contract. Est. \$65,000,
 - e. Painting foyer and hallways. In kind. Est. \$500.
 - f. Enclose equipment door. In Kind. Est. \$5000.
 - g. Restore bathrooms and add handicap facility. In Kind. Est. \$2500.
 - h. Establish new Lodge and dining area. Contract. Est. \$40,000
 - i. Misc. costs i.e. contingency. Est. \$5000
 - j. Total rehab Est. \$173,000

Financial resources of Lodge: \$175,000

B. Maintenance and operating costs:

Utilities and insurance existing building:

1. a. monthly average \$152.00. Annual average \$1823.00
2. b. income resources; annual dues: \$3000 , rental income \$3000.00 annually.
- 3.

C. Armory estimates are not applicable as there is no similarity to the proposed operation.

- D. There are 6 available tenant spaces within the Armory, not including Lodge space. An average monthly rental fee for these spaces including utility costs will generate \$1200 per month or \$14,400 annually.
- E. Tenants will be allowed and encouraged to paint and decorate their assigned spaces at their costs. Electric costs from HVAC units will be included in monthly rent. Sufficient monthly income will be generated to allow for employment of persons to maintain and clean bathrooms and common areas.
- F. New dining area space will be available for rental throughout the year at a proposed rate of \$250- 300. Per event. This will include access to kitchen. Users will be required to provide all necessary supplies, and agree to clean up after their event.
- G. The kitchen will eventually have a commercial dishwasher and garbage disposal when fully funded. Current furnishings include a stove and refrigerator, adequate counter and cupboard space.

Submitted by:

Stanley I Goldsmith

Chairman of Trustees

For Campbell Lodge 316 AF&AM

PROPOSAL FOR ACQUIRING NATIONAL GUARD ARMORY IN ALTAVISTA

Masonic Lodge Campbell 316 A.F.&A.M. proposes to assume the ownership of the National Guard Armory and perform repairs ,improve the appearance and maintain the facility to relieve the Town of the burden of cost of upgrade and continual maintenance. This will provide the Town a source of tax income and utility revenue.

If the Lodge can acquire the facility at no cost, the Lodge is prepared to begin immediately to perform necessary repairs to the areas that can be placed in service as soon as possible. The primary utilization for the Lodge will be in the large auditorium space which will be modified to provide both a meeting area and a dining area. In order to accomplish this the kitchen and bathrooms will need to be refurbished early in the process. Repairs to the entrance lobby requiring removal of asphalt floor tiles will also be necessary initially.

Since there is considerable additional useable office and storage space also available we will seek additional tenants by offering space to non-profit groups in the Town that are operating out of temporary facilities. These groups include, but are not limited to the VFW, American Legion, Scouts, Habitat For Humanity, senior citizens and any others that demonstrate a need that meet our use criteria. Church groups and others who need meeting space not otherwise available will be offered.

Since the County is looking for a site to move the polling place from AES this site will be offered to allow that to take place.

We plan to allow uses that do not interfere with the nature of the neighborhood, disrupt the peace and quiet of nearby residents and are compatible with the current zoning of the area. This facility will not be used as a business location but rather as one that meets the needs of people in the community that provide support for the citizens of Altavista and the surrounding area.

Repairs to the extent described by the County and estimated by the Town that would restore the while facility to its original condition will not be possible at this time. However the repairs will include providing for heat and air- conditioning in the usable spaces by the Lodge and the tenants and repairs to portions of the roof that cover these areas. Ceiling tile that is damaged will be replaced. Asbestos will be dealt with in accordance with the Building code requirements as needed. Painting both inside and out will be an early priority as well as outside area maintenance and cleanup. Disposal of unusable tables, chairs and shelving units will be attended to as well.

Our estimates of what it will take to refurbish and restore use to the facility will require all of our current assets. With additional fundraising efforts and a reasonable use charge to tenants, the sale of our current building and support from other Masonic organizations we have every confidence we can put the building back in use that will be a credit to the neighborhood and the Town.

PROPOSED TIME LINE FOR REFURBISHING ARMORY

The following plan is an approximation of the planned refurbishing of the Altavista Armory into the new home of Campbell Masonic Lodge 316 AF&AM and selected non- profit agencies serving the Altavista area. Times are contingent on the official date the facility would become available to the Lodge.

Expenditures are dependent upon available funds from investments and sale of existing building.

A. First 90 days:

1. Clean up and remove asphalt floor and ceiling tile.
2. Removal of surplus furnishings throughout the building.
3. Restore utilities
4. Repair roofing over leaking areas.
5. Refurbish doors and rekey locks.
6. Begin marketing existing building.

B. First 180 days.

7. Close in equipment entrance door.
8. Sand and repaint bathroom partitions.
9. Restore kitchen.
10. Establish Lodge room.
11. Establish dinning facilities.
12. Solicit tenants.
13. Install HVAC units.
14. Complete outside landscaping and repairs to asphalt.
15. Remodel entrance and pressure wash outside brick, repoint as needed.
16. Complete painting inside and out.



PROJECT UPDATE – For Month of February 2014

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

- Substantial Completion Inspection has been performed on the Intersection and the Streetscape portion of the project. The Utility inspection is pending.
- Paving will begin once the weather warms and the asphalt plants reopen – estimated to be mid-March.

Bedford Avenue Waterline Replacement Project

- Engineer has submitted the Final Design drawings for Town review.
- Seeking resolution on the “river crossing” alternatives (separate agenda item).
- Bid process estimated for May 2014.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

4219 CAMPBELL AVENUE
LYNCHBURG, VIRGINIA 24501
VDOT.Virginia.gov

CHARLES A. KILPATRICK, P.E.
COMMISSIONER

February 10, 2014

Mr. J. Waverly Coggsdale, III
Town Manager
Town of AltaVista
510 Seventh Street
Altavista, Virginia 24517

Mr. Gary Poindexter
Town Mayor
Town of Hurt
533 Pocket Road
Hurt, Virginia 24563

Dear Mr. Coggsdale & Mr. Poindexter,

I would like to take an opportunity to update you on the status of the VDOT construction project to replace the Rte 29 Business bridge over the Staunton River and Norfolk Southern Railway between the Towns of Altavista and Hurt. At this time VDOT has selected the consultant firm of AECOM with which to enter negotiations for a Fee Proposal in order to develop construction plans and associated construction documents for the bridge replacement project. An initial meeting to start the contract negotiations was held February 7, 2014. After this initial meeting it could take up to 120 days until the contract is signed and actual detailed project development begins. The current advertisement date for the project is July 1, 2017; however the complete schedule has yet to be developed and adopted by the department.

The proposed scope of the bridge replacement project is to replace the bridge in the same location as the existing structure. In order to replace the structure on existing alignment the current structure will be closed for the construction phase and traffic will be detoured towards Route 29. Design staff analyzed several alignment options that would allow the existing bridge to remain open during construction of the new facility; however the constraints with the railroad tunnel and old mill site on the Hurt side and the railroad track/intersection on the AltaVista side do not allow for an alignment option

that meets minimum standards. Currently it is anticipated that the detour may be in place approximately 24 months.

The proposed project will be designed utilizing geometric standards that achieve a 35 mph design speed. In addition to the replacement of the deteriorating structure, the immediate roadway approaches will require reconstruction to tie the new facility back into existing infrastructure. Reconstruction of the roadway approach on the Hurt side of the structure should be minimized to reduce the impacts to the environmentally sensitive old mill site. The extent of reconstruction on the other side of the bridge will likely be greater in order to correct the substandard vertical alignment at the Altavista side of the existing bridge. The limits of reconstruction hopefully will not extend much beyond the intersection of Rte 29 and Bedford Avenue. The reconstruction efforts necessary in Altavista will have impacts to several properties, including both private and commercial entrances. It should also be noted that the anticipated typical section for the bridge will include 8' shoulders and a raised 5' sidewalk for pedestrian traffic. The approaches to the new bridge will also include sidewalk on the northwest side of the roadway.

The location survey for the project was initiated several months ago and the associated field work is nearing completion. VDOT expects the survey consultant to complete the data processing and deliver the survey in early March 2014. This will allow the selected design consultant to begin appreciable design work for the project as soon as they are under contract with VDOT. The work necessary for the environmental document has been initiated and will continue once the initial alignments and property impacts for the proposed design have been identified. The draft federal NEPA document will be available for review at the design public hearing, anticipated to occur during late 2015 or early 2016.

The next step is to get the design consultant under contract, quickly followed by the development of the preliminary road and bridge plans. VDOT will be happy to share these plans with the Towns if desired. Please advise if you have any questions regarding the proposed project.

Sincerely,

A handwritten signature in black ink that reads "Brian Casto". The signature is written in a cursive, flowing style with a horizontal line extending from the end of the name.

Brian Casto
Lynchburg District Location and Design Engineer
Virginia Department of Transportation



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

CHARLES A. KILPATRICK, P.E.
COMMISSIONER

February 25, 2014

To: All Urban Municipalities

Re: Urban Maintenance Inventory Reconciliation

The Virginia Department of Transportation (VDOT) has recently merged multiple highway information systems into what is known as the Roadway Network Systems (RNS). The RNS provides the means of tracking and managing Virginia's road inventory and associated assets and attributes in a tabular, linear, and geospatial context. The RNS currently includes a variety of data such as speed zone information, crash data, and railroad crossing locations; the data is also used to support Virginia 511. The RNS initiative consists of multiple on-going projects that will, when completed, include additional integrated data. A complete and accurate State-wide inventory is also necessary for Highway Performance Monitoring System reporting, so that Virginia can receive the maximum apportionment of available federal highway funds.

A comprehensive update to the VDOT Urban Maintenance Inventory System (UMIS) is part of the RNS merger. In addition to normalizing street names to the National Emergency Number Association (NENA) standards, this project will convert centerline data into the Virginia Geographical Information Network (VGIN) and will combine the VDOT Urban Maintenance Inventory System (UMIS) into a geospatial layer with a centerline dataset on RNS. As a reminder, UMIS is the system that VDOT uses to track the inventory of streets used in determining the urban quarterly payment amounts for each urban locality. For the first time ever VDOT will be able to integrate all roads in one geo-referenced format.

The project is nearly complete and our final step is to reconcile errors and omissions within the UMIS data. As we reconcile the inventory for your locality, we will be reaching out to your staff with questions or confirmations of our findings, which may result in changes to UMIS. Once this reconciliation is complete, we will be able to provide you with a GIS layer of your inventory that you receive maintenance payments for.

If you have any questions or need additional information, please feel free to contact Russ Dudley at 804-786-6663 or email russ.dudley@vdot.virginia.gov or me at (804) 786-0334 or email Jennifer.DeBruhl@VDOT.Virginia.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "JDeBruhl", written over a horizontal line.

Jennifer DeBruhl
Director, Local Assistance Division

Cc: Virginia Municipal League
Virginia First Cities Coalition

ROBERT HURT
5TH DISTRICT, VIRGINIA

125 CANNON HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
PHONE: (202) 225-4711
FAX: (202) 225-5681
www.hurt.house.gov



COMMITTEE:
FINANCIAL SERVICES
VICE CHAIRMAN,
SUBCOMMITTEE ON CAPITAL MARKETS
AND GOVERNMENT SPONSORED ENTERPRISES

SUBCOMMITTEE ON
HOUSING AND INSURANCE

Congress of the United States
House of Representatives
Washington, DC 20515-4605
February 27, 2014

Mr. J. Waverly Coggsdale, III
Town Manager Altavista
510 Seventh Street
Altavista, VA 24517

Dear Mr. Coggsdale:

I invite you to join me at an appreciation event for elected officials in Virginia's 5th Congressional District in conjunction with other leaders in our region. There has never been a more difficult, yet important time for prudent governance in our communities, state and nation. It challenges each of us to reach deep within for the personal strength and professional fortitude to make difficult choices that will lead to better futures for our families, neighbors, and fellow citizens.

I continue to be thankful for public servants who are willing to serve in this challenging economy. I believe that leaders must work together to create unique opportunities that protect our heritage, and ensure that Virginia's 5th District remains the best place in the world in which to live, work and raise a family. This requires a constant dialogue between local, state and federal leaders and the citizens that we each represent.

I look forward to speaking to you directly about the challenges and opportunities that face our great nation. The feedback that you provide on behalf of the communities that you serve enhances my ability to make better decisions when I return to Washington DC. I rely on this open and continued dialogue to help me better serve the people of Virginia's 5th District.

Please join me at the Spring House in Lynchburg on Wednesday, March 19, 2014, at 12:00 PM for an appreciation luncheon in honor of elected officials in the 5th District. **RSVP to Linda Hutson Green at linda.green@mail.house.gov or to 434-791-2596 by Friday, March 8, 2014.** Due to the size of the 5th District, this will require more than one event. If your schedule does not permit you to attend on this date, please choose an appropriate date and time from the attached list of events.

Yours in service,



Robert Hurt

686 BERKMAR CIRCLE
CHARLOTTESVILLE, VA 22901
PHONE: (434) 973-9631
FAX: (434) 973-9635

308 CRAGHEAD STREET, SUITE 102-D
DANVILLE, VA 24541
PHONE: (434) 791-2596
FAX: (434) 791-4619

515 SOUTH MAIN STREET, P.O. BOX O
FARMVILLE, VA 23901
PHONE: (434) 395-0120
FAX: (434) 395-1248

Virginia's 5th Congressional District

2014 Elected Officials' Appreciation Events

Graves Mountain Elected Officials' Appreciation Breakfast

Tuesday, March 18, 2014, 8 AM

Graves Mountain Lodge

Virginia 670

Syria, Virginia 22743

Ash Lawn Highland Elected Officials' Appreciation Luncheon

Tuesday, March 18, 2014, 12 Noon

Ash Lawn Highland

2050 James Monroe Parkway

Charlottesville, Virginia 22902

Sheldon's Elected Officials' Appreciation Breakfast

Wednesday, March 19, 2014, 8 AM

Sheldon's Restaurant

1450 4 Locust Highway

Keysville, Virginia 23947

Spring House Elected Officials' Appreciation Luncheon

Wednesday, March 19, 2014, 12:00 PM

Spring House Restaurant

9789 Richmond Hwy, (Rt. 460)

Lynchburg, VA 24504

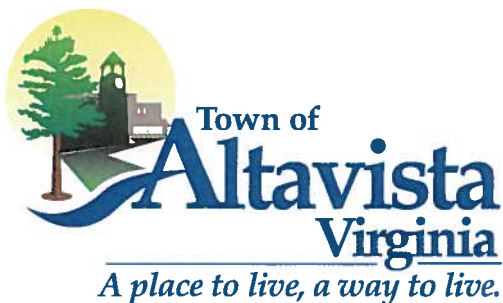
Olde' Dominion Elected Officials' Appreciation Breakfast

Thursday, March 20, 2014, 8 AM

Olde' Dominion Agricultural Complex

19783 US Highway 29 South

Chatham, Virginia 24531



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

February 24, 2014

David Laurell, County Administrator
Campbell County
P.O. Box 100
Rustburg, VA 24588

RE: Dearing Ford Water Tank

Dear Mr. ~~Laurell~~: DAVID

At the February 11, 2014 Town Council meeting, Council considered the County's latest correspondence regarding possible conveyance of the Dearing Ford Elevated Water Tank to the Town.

Based on Council's direction, I would like to propose that the tank be conveyed to the Town of Altavista, with the Town agreeing that within eighteen (18) months the tank would either be put back into service and maintained or be taken down. In accordance with this proposal, the County would agree to appropriation of \$40,000 to the Town, which represents the estimated cost the County would incur if it retained the tank and had it removed. The Town hopes that the County can see the merit that this potential mutual agreement would have for our existing industries and if nothing else would have the same end result that the County has been moving towards, a maintained or removed tank.

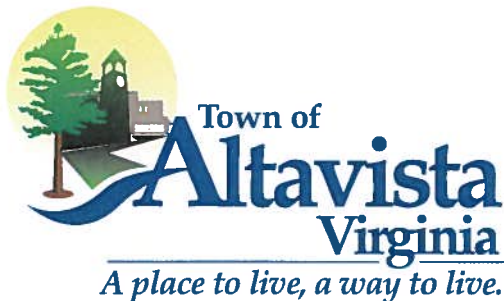
Please let me know if you need additional information to consider this request. Should you have any questions, please feel free to contact me at (434) 369-5001 or jwcoggsdale@altavistava.gov.

Sincerely,



J. Waverly Coggsdale, III
Town Manager

xc: Clif Tweedy, Deputy County Administrator



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

March 5, 2014

Clif Tweedy, Deputy County Administrator
Campbell County
P.O. Box 100
Rustburg, VA 24588

RE: Dearing Ford Water Tank

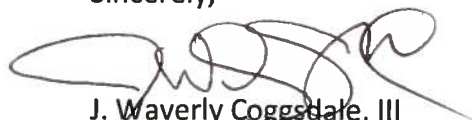
Dear Mr. Tweedy:

Per our conversation earlier today, I would like to clarify the Town's request regarding the possible conveyance of the Dearing Ford elevated water tank that was transmitted in a letter dated February 24, 2014.

The tank is currently in service and would continue to be in service and maintained by the Town if conveyed by the County during a period of evaluation. This period of evaluation would not exceed eighteen months and the Town would decide whether to keep the tank in service or take the tank out of service and remove it from the site. In accordance with this proposal, the County would agree to appropriation of \$40,000 to the Town, which represents the estimated cost the County would incur if it retained the tank and had it removed. The Town hopes that the County can see the merit that this potential mutual agreement would have for our existing industries and if nothing else would have the same end result that the County has been moving towards, a maintained or removed tank.

Please let me know if you need additional information to consider this request. Should you have any questions, please feel free to contact me at (434) 369-5001 or jwcoggsdale@altavistava.gov.

Sincerely,



J. Waverly Coggsdale, III
Town Manager

xc: David Laurell, County Administrator

****APPLICATION DEADLINE NOVEMBER1, 2013****

Use TAB KEY to reach each field

1. Project Sponsor	Name and Title:	J. Waverly Coggsdale, III; Town Manager
	Organization:	Town of Altavista
	Address:	510 7 th Street; PO Box 420
	City, State, Zip+4:	Altavista, Virginia 24517-
	Telephone/Fax:	(434) 369 - 5001 / (434) 369 - 4369
	E-mail Address:	jwcoggsdale@altavistava.gov

2. Project Manager	Name and Title:	Daniel Witt; Assistant Town Manager
	Organization:	Town of Altavista
	Address:	501 7 th Street; PO Box 420
	City, State, Zip+4:	Altavista, Virginia 24517-
	Telephone/Fax:	(434) 369 - 5001 / (434) 369 - 4369
	E-mail Address:	dnwitt@altavistava.gov

3. Sponsor DUNS Number	4014550	4. Project UPC Number (Existing Projects Only)	
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5. Provide a description of the project and a clearly defined scope of the improvements to be made utilizing Transportation Alternatives funds.

To begin Preliminary Design for the Altavista Route 43 Downtown Gateway Project that will provide safe pedestrian travel and serve as a gateway entrance to the Altavista community and Central Business District. The project will install three new pedestrian signals and marked crosswalks at the Bedford Avenue and 7th Street intersection; upgrade three curb ramps and approximately 2,064 feet of sidewalk to match and provide visual cue to the existing pedestrian improvements that have been implemented through past projects. The project will also install street lights and trees to enhance the walking environment and match the existing welcoming pedestrian facilities implemented through the successful Central Business District Revitalization and Transportation Enhancement Projects.

5a. Identify beginning and ending termini and provide a location map with the project area clearly marked.

Start Location: Intersection Broad Street and 7th Street End Location: Intersection of South Main Street and 7th Street.

The project maps, located in Attachments, presents the project boundary, an area that is the gateway to the Town, the Central Business District, the Altavista Historic District, and is the starting point of Virginia By-Way Route 43.

6. Project Location

Is this project located within a Transportation Management Area (TMA)? ☐ Yes ☒ No

If yes, please indicate which MPO area: ☐ Northern Virginia ☐ Richmond ☐ Tri Cities ☐ Roanoke

☐ Hampton Roads ☐ Fredericksburg (Portion of North Stafford in TMA)

If project is in a TMA, complete **Attachment A – Supplemental Information for Projects in TMAs**

7. Local Jurisdiction Population (Based on 2010 census data)

☒ Less than 5,000 ☐ 5,000 to 200,000 ☐ Greater than 200,000

Altavista Route 43 Downtown Gateway Project
FY 2014-2015 VDOT Transportation Alternatives Program
Grant Application

8. Primary Category of Eligibility (Select ONLY one)

Select **primary category of eligibility** even if other categories may apply.

- ☐ Construction of on-road or off-road trail facility
- ☒ Improvement or system that will provide safe routes for non-drivers *(Includes Safe Routes to School)*
- ☐ Conversion of abandoned railroad corridor for use as a trail for non-motorized transportation
- ☐ Construction of turnouts, overlooks, and viewing areas
- ☐ Inventory, control, or removal of outdoor advertising
- ☐ Historic preservation and rehabilitation of historic transportation facilities
- ☐ Vegetation management practices in transportation rights of way
- ☐ Archeological activities related to implementation of a transportation project
- ☐ Environmental mitigation activity focused on storm water management
- ☐ Environmental mitigation activity focused on wildlife mortality or habitat connectivity

9. Does this project qualify as a "Safe Routes to School" project based on the criteria below?

☒ Yes ☐ No

- Eligible infrastructure activity
- Project is located within 2 miles of an elementary / middle school

9a. Do you wish to pursue this as a SRTS project? If so, complete the required Attachment B – Supplemental Information for Safe Routes to School Projects

☐ Yes ☒ No

Project Funding

10. Total project cost is to be limited to the project described in this application and based on the beginning and ending termini provided (*). This should not be considered the "whole" of a multi-phased project. According to the attached Project Budget - Attachment C, the following project costs can be demonstrated:

10a. Total Anticipated TA Funding	Cannot exceed 80% of total project cost	\$82,330.00
10b. Total Local Match Required	Based on the anticipated TA funds above	\$20,583.00
10c. Other Project / Local Funds	Include other grants and/or donations	\$0.00
10d. Total Project Cost (*)	Sum of above; should match Attachment C	\$ 102,913.00

11. Transportation Alternatives Funding Request

11a. Federal TA Funds Requested	This Application Only	\$ 82,330.00
11b. Local Match Required	This Application Only	\$20,583.00

12. Do you plan to use in-kind match? Provide details on how the 20% local match requirement will be met.

☐ Yes ☒ No

If planning to use in-kind match or donations, explain in detail the services to be provided and where possible, provide documentation identifying the contributions being made and the dollar amount for each.

13. If the 20% local match is being provided in cash, is the required funding currently available and/or committed? If yes, include a signed letter or resolution from the appropriate local official(s) confirming the availability of funds.

☒ Yes ☐ No

14. If the 20% local match is being provided in cash, will the sponsor be providing more than the required 20% amount? If yes, indicate the amount beyond the match requirement below.

☐ Yes ☒ No

March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 1st Saturday Trade Lot
2	3	4	5	6 Called Council Meeting 5:30 pm	7	8 Avoca Public History Address 1:00 PM
9 Daylight Savings Time Starts Spring Forward	10	11 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	12	13	14 DRAFT BUDGET TO COUNCIL	15
16	17	18	19 Congressman Hurt's Elected Officials' Appreciation Event- Noon-Lynchburg	20 Congressman Hurt's Elected Officials' Appreciation Event- 8:00 AM-Chatham	21	22
23	24 COUNCIL BUDGET WORK SESSION 6:00 PM	25	26	27 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM	28	29
30	31 Planning Commission 5:00 PM					

April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 1st Saturday Trade Lot
6	7	8 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	9	10	11	12
13	14	15	16	17 Region 2000 Local Gov't Council Dinner	18 Good Friday	19
20 Easter Sunday	21	22	23	24 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM	25	26
27	28	29	30			